Kodak

Scan Station 500 & Scan Station 520EX

User's Guide

User's Guide on Installation CD
Guides de l'utilisateur sur le CD d'installation
Benutzerhandbücher auf der Installations-CD
Guida dell'utente sul CD di installazione
Guías de usuario incluidas en el CD de instalación
Guias do usuário no CD de instalação
Gebruikershandleidingen op installatie-cd
Kurulum CD'sindeki Kullanım Kılavuzları
Uživatelská pøíruèka na instalaèním disku CD
使用指南在安装光盘中
使用手冊在安裝光碟片中
インスタレーションCDに含まれるユーザーガイド
설치 CD의 사용 설명서
دلائل المستخدم على القرص المضغوط الخاص بالتثبيت
Руководство пользователя на установочном компакт-диске

A-61627
8F8038A

Safety

- Place the *Kodak* Scan Station 500 on a level work surface capable of supporting 13.6 kgs (30 lbs).
- When placing the Scan Station, make sure that the electrical power outlet is located within 1.52 metres (5 feet) of the Scan Station and is easily accessible.
- Leave sufficient space around the power outlet so it can be easily unplugged in case of an emergency.
- Plug the power cord securely into the outlet. Failure to do so may cause electric shock or fire.
- Only use the power cord that is supplied with the scanner. Using any other power cord may cause electrical shock and/or damage to the product.
- Do not install the scanner in locations that are subject to dust, humidity or steam. This may cause a fire or electrical shock.
- Do not block ventilation ports. This may cause the scanner to overheat which may result in scanner malfunction or fire.
- Do not use the scanner if it becomes unusually hot, has a strange odor, emits smoke, or makes unfamiliar noises. Stop the scanner immediately and disconnect the power cord. Contact Kodak Service.
- Do not attempt to disassemble or modify the scanner.
- Do not move the scanner with the power cord and cables connected. This may cause damage to the cord/cables. Disconnect the power cord before moving the scanner.
- Do not damage, knot, cut or modify the power cord. This may result in fire or electrical shock.
- Do not connect the scanner to an extension cord or multi-plug power strip. Use a dedicated power outlet.
- Material Safety Data Sheets (MSDS) for chemical products are available on the Kodak website at: www.kodak.com/go/msds. When accessing the MSDSs from the website, you will be required to provide the catalog number of the consumable you want the Material Safety Data Sheet for. See the section entitled, “Supplies and consumables” later in this guide for supplies and catalog numbers.

Environmental information

- The *Kodak* Scan Station 500 is designed to meet worldwide environmental requirements.
- Guidelines are available for the disposal of consumable items that are replaced during maintenance or service; follow local regulations or contact Kodak locally for more information.
- Disposal of this material may be regulated due to environmental considerations. For disposal or recycling information, contact your local authorities or, in the USA, visit the Electronics Industry Alliance website: www.eiae.org.
- The product packaging is recyclable.
- Parts are designed for reuse or recycling.

European Union

This symbol indicates that when the last user wishes to discard this product, it must be sent to appropriate facilities for recovery and recycling. Please contact your local Kodak representative or refer to www.kodak.com/go/recycle for additional information on the collection and recovery programs available for this product.

Battery Information

This product contains a Lithium Ion button cell battery. This battery can only be removed or replaced by a qualified Service Engineer.

Acoustic emission

Maschinenlärminformationsverordnung – 3, GSGV
Der arbeitsplatzbezogene Emissionswert beträgt <70 db(A).

[Machine Noise Information Ordinance — 3, GSGV
The operator-position noise emission value is <70 dB(A).]

Power system connection

This product is also designed for Norwegian IT power system with phase-to-phase voltage 230V.

Netzanschluß

Das Gerät ist auch für die Verwendung im norwegischen IT-Stromsystem mit einer Leiterspannung von 230 V geeignet.

Connexion aux systèmes d’alimentation électrique

Ce produit est également conçu pour les systèmes norvégiens d’alimentation électrique informatique, dont la tension par phase est de 230 V.

EMC statements

United States: This equipment has been tested and found to comply with the limits for a Class A digital device pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

European Union: WARNING: This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

Japan: This is a Class A product based on the standard of the Voluntary Control Council for interference by information Technology Equipment (VCCI). If this is used in a domestic environment, radio disturbance may arise. When such trouble occurs, the user may be required to take corrective actions.

この装置は、情報処理装置等電波障害自主規制協議会（ＶＣＣＩ）の基準に基づくクラスＡ情報技術装置です。この装置を家庭環境で使用すると電波障害を引き起こすことがあります。この場合には使用者が適切な対策を講ずるよう要求されることがあります。

Taiwan: WARNING: This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

警告使用者：

這是甲類的資訊產品，在居住的環境中使用時
可能會照造成射頻干擾，在這種情況下，使用者
會被要求採取某些適當的對策。

Peoples Republic of China: WARNING: This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

声明，该产

此为A级产品，在生活环境中品可能会造成无线电干扰。在这种情况下，可能需要
用户对其干扰采取切实可行的措施

Korean: Please note that this equipment has obtained EMC registration for commercial use. In the event that it has been mistakenly sold or purchased, please exchange it for equipment certified for home use.

이 기기는 업무용으로 전자파적합등록을 한 기기이오니 판매자

또는 사용자는 이점을 주의하시기 바라며, 만약 잘못 판매 또는

구입하였을 때에는 가정용으로 교환하시기 바랍니다.

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1 Introduction

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Overview

The *Kodak* Scan Station 500 is designed as a walk-up capture station that requires minimal user training and is easy to use. The Scan Station 500 is a standalone solution, requiring no host PC or application software. It works with an existing network and makes use of existing network shared services to communicate with other network devices or destinations. The color touch screen is easy to use and allows you to quickly send your documents via email, fax, to networked drives, networked printers or USB flash drives with a simple touch.

For the purpose of this manual the *Kodak* Scan Station 500 and the *Kodak* Scan Station 520EX will be referred to as *Kodak* Scan Station 500. Any differences between these models will be noted.

Supporting documentation

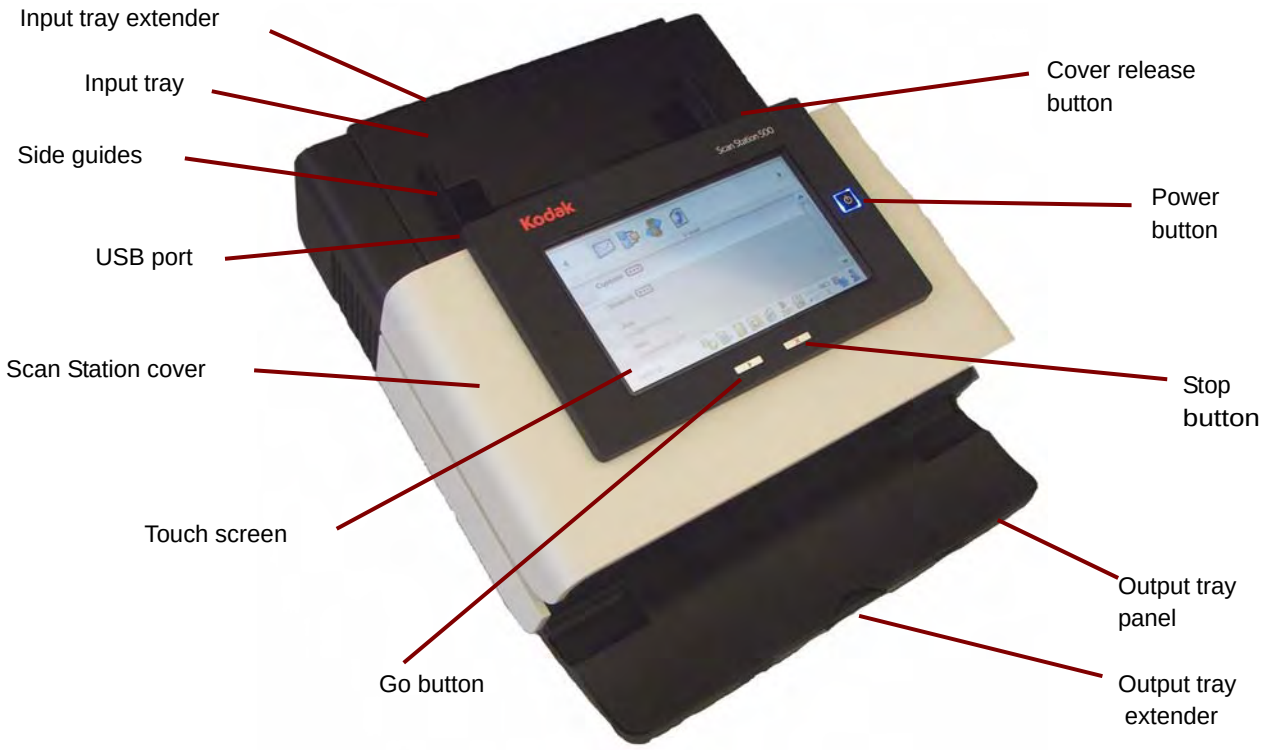
- This User's Guide provides installation procedures and information on how to create your personal configuration file using the Configuration Organizer.
- The *Administrator's Guide,* A-61628 provides procedures for setting up the Configuration Organizer and administrating the *Kodak* Scan Station 500 and 520EX; as well as maintenance procedures and in-depth troubleshooting information.
- Reference Guide, for the *Kodak* Scan Station 500, A-61629 provides easy visual steps for maintaining the Scan Station.
- Reference Guide, for the *Kodak* Configuration Organizer Software, A-61630 provides easy visual steps for maintaining the Scan Station.

Accessories

- ***Kodak* A4 Flatbed Accessory** — the *Kodak* A4 Flatbed adds scanning capability for exception documents up to 8.5 x 11-inch (A4) size paper to your *Kodak* Scan Station 500. CAT No. 867 7288
- ***Kodak* A3 Flatbed Accessory** — the *Kodak* A3 Flatbed adds scanning capability for exception documents up to 11 x 17-inch (A3) size paper to your *Kodak* Scan Station 500. CAT No. 179 6747
- **Keyboard** — make the best of your workspace with this optional keyboard. This keyboard is smaller than the standard PC keyboard and can be attached to the Scan Station 500 for easy data entry.

Scan Station components

Front view



Input tray extender *(not shown)* — pull this extender out to accommodate document sizes over 8 1/2 x 11 inches (A4).

Input tray — holds up to 75 sheets of paper.

Side guides — slide the guides back and forth to accommodate document size.

USB port — *(not visible in this photo)* use this port to insert your USB flash drive.

Scan Station cover — provides access to the internal components of the Scan Station.

Touch screen — allows you to easily navigate through selections with a simple touch.

Go button — press to start scanning documents.

Output tray extension — pull this extension out when scanning documents longer than 11 inches (28 cm).

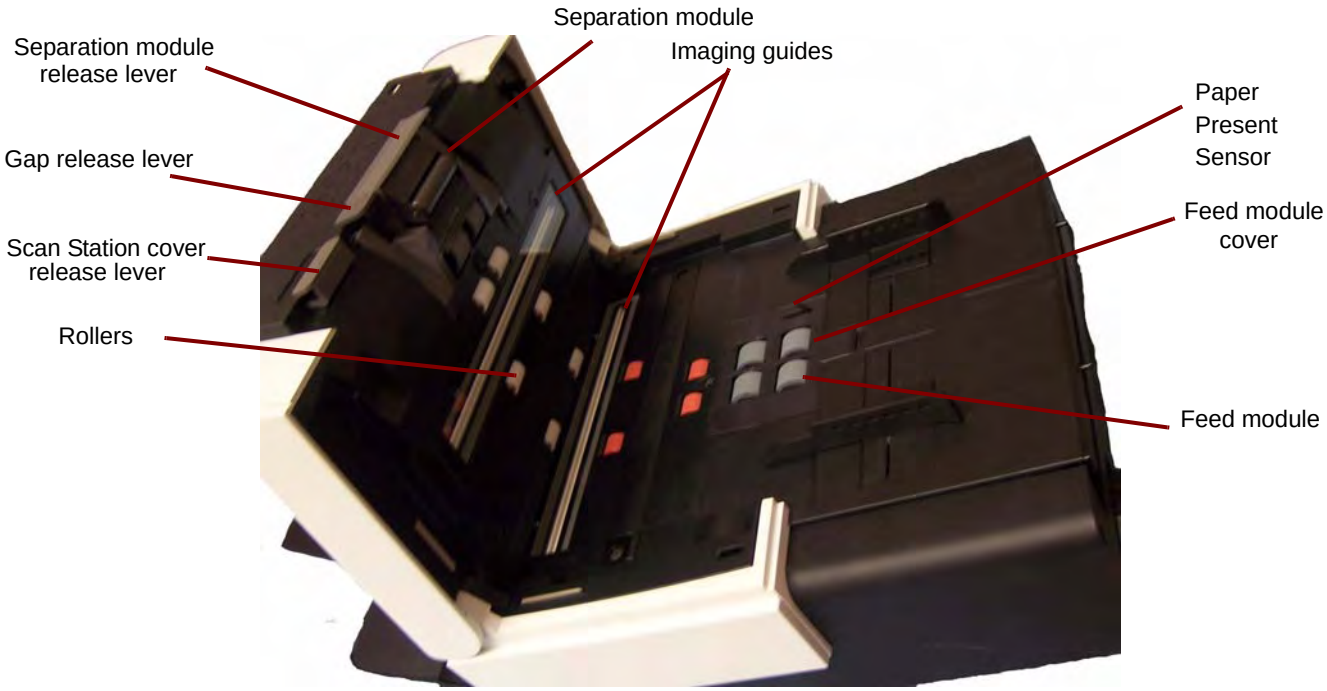
Output tray panel — covers the transport when not in use. When opened, collects the scanned documents. The scanner cover cannot be opened when the output tray panel is closed.

Stop button — press to cancel the current operation or return to the previous screen.

Power button — turns the power on and off. When the power is on, the LED is blue.

Cover release button — press this button to open the cover for maintenance and clearing documents.

Inside view



Separation module release lever — push the release lever down to remove the separation module for cleaning or replacement.

Gap release lever — allows you to manually adjust the space between the feed module and separation module for documents that require special handling.

Scanner cover release lever — opens the scanner to allow access to the paper path for cleaning or clearing a document jam.

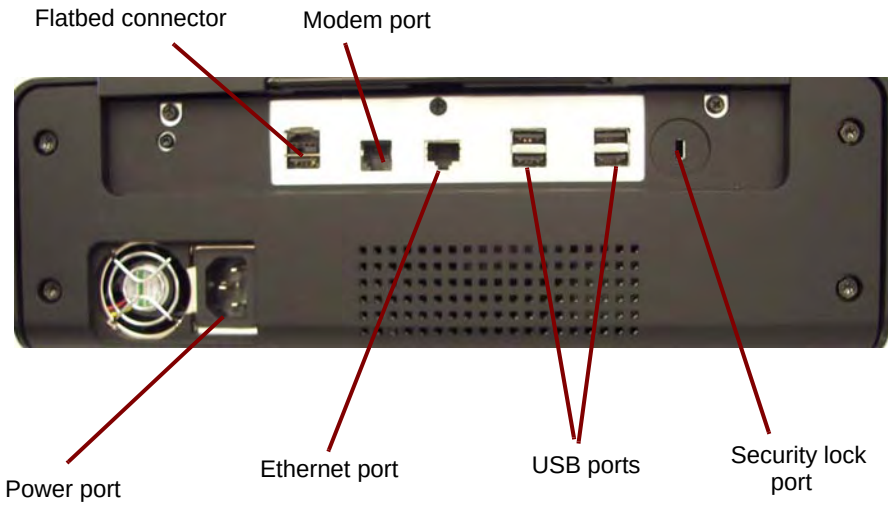
Feed module, **separation module** and **rollers** — provides smooth document feeding and separation of various sizes, thicknesses and textures of documents.

Imaging guides — for optimum image quality, keep the imaging guides clean. There are two guides - one upper and one lower.

Paper Present sensor — detects the presence of documents in the input tray.

Feed module cover — this cover needs to be removed when cleaning or replacing the feed module or feed module tires.

Rear view



Flatbed connector — connects the optional A3/A4 Flatbed to the Scan Station.

Modem port — connects the fax modem to a phone line.

Power port — connects the power cord to the Scan Station.

Ethernet port — connects the device to the network.

USB ports — connects peripheral devices (i.e., keyboard, USB flash drive, etc.) to the Scan Station.

Security lock port — connects a security lock to the Scan Station. You can purchase a standard security lock at an office supply store. Refer to the instructions provided with the security lock for installation procedures

2 Using the Scan Station: Walk-up User

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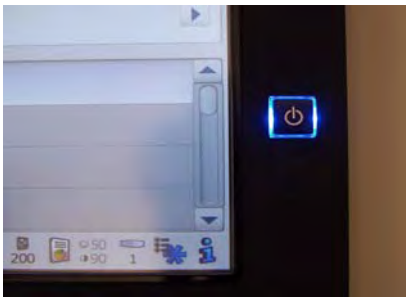
User types

- If you are someone who is going to use the default settings of the Scan Station, you are a *walk-up user*. Scanning is easy but you may not have access to your personal email address book or custom scan settings the way an Advanced user does.
- An *advanced user* is someone who wants to create custom scan settings using the *Kodak* Configuration Organizer software, save these settings to a USB flash drive and take them to the Scan Station for one touch operation. For more information on using the Configuration Organizer software to set up custom settings, see Chapter 3.

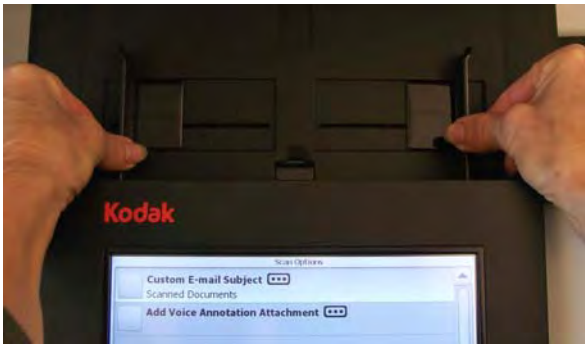
All users should review this chapter to get familiar with common Scan Station preparation and document preparation.

Getting your Scan Station ready

1. Be sure the Scan Station is on and ready to use (blue indicator light is on and constant and the application is displayed on the touch screen).

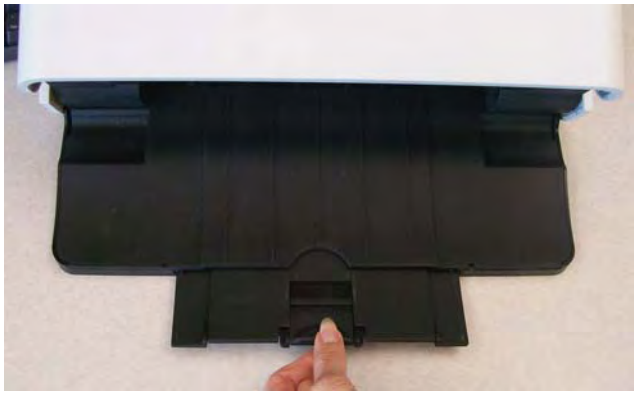


2. Adjust the side guides (by sliding them in and out) to accommodate the document size.



3. Be sure the output tray panel is down.

4. Adjust the output tray by pulling out the extender if needed.

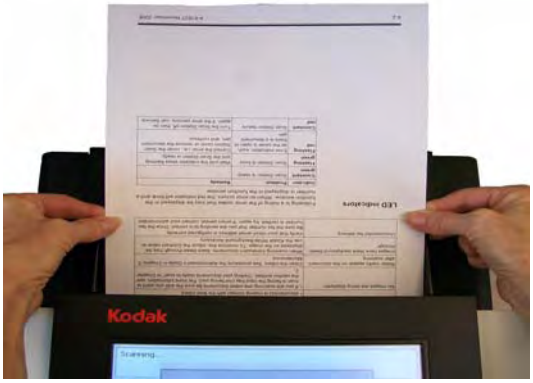


Getting your documents ready

1. Standard paper size documents feed easily through the Scan Station. When organizing your documents for scanning, stack the documents so the lead edges are aligned and centered in the input tray. This allows the feeder to introduce documents into the Scan Station one at a time.
2. Remove all staples and paper clips before scanning. Staples and paper clips on documents may damage the Scan Station and documents.
3. All inks and correction fluids on the paper must be dry before scanning is started.

Using the Scan Station

1. Place the documents you want to scan in the input tray of the Scan Station. Be sure the front side of your document(s) is positioned against the input tray and the top of the document(s) is inserted into the input tray first (see below). Two-sided documents are scanned in one pass.

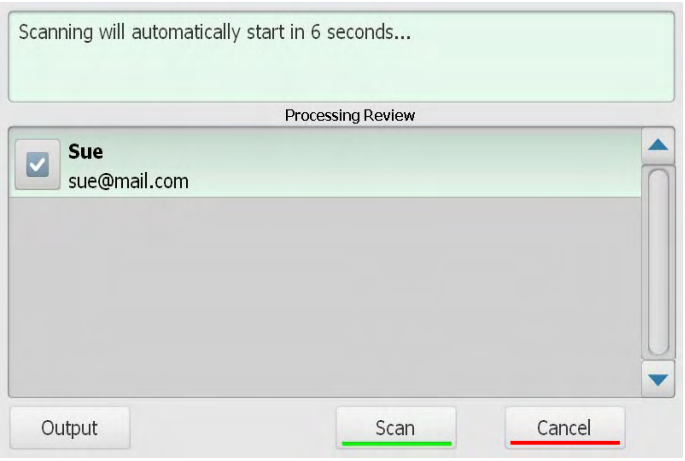


NOTE: Depending on how your Scan Station is configured, you may be required to enter your user name, password and domain to login.

2. Do one of the following:
   - If you have a USB flash drive with your personal settings, insert the flash drive in the USB port. Your settings will be displayed on the touch screen and override the default settings. Proceed with Step 5.
   - If you do not have personal settings, proceed with the next step.
3. From the touch screen, select the destination(s) you want to send your scanned document(s) to. More than one email address, printer, network folder, etc. can be selected at a time.

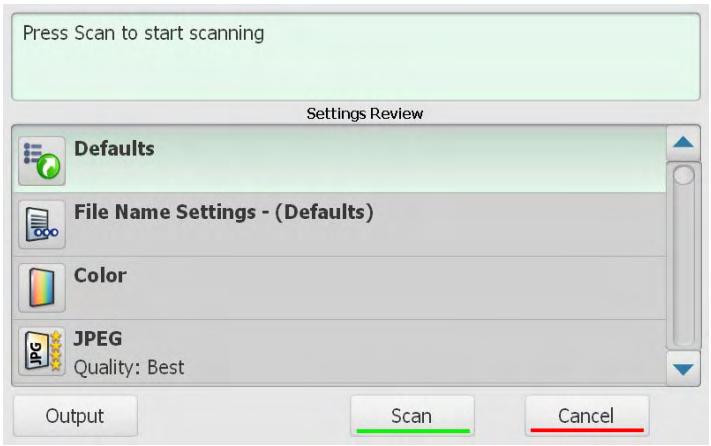
   NOTE: If you select a destination that you do not want, select the item again to uncheck it.

4. If you want to change the scan settings, touch the **Settings** button and make the desired changes.
5. Press **Go**. The Processing Review screen will be displayed.

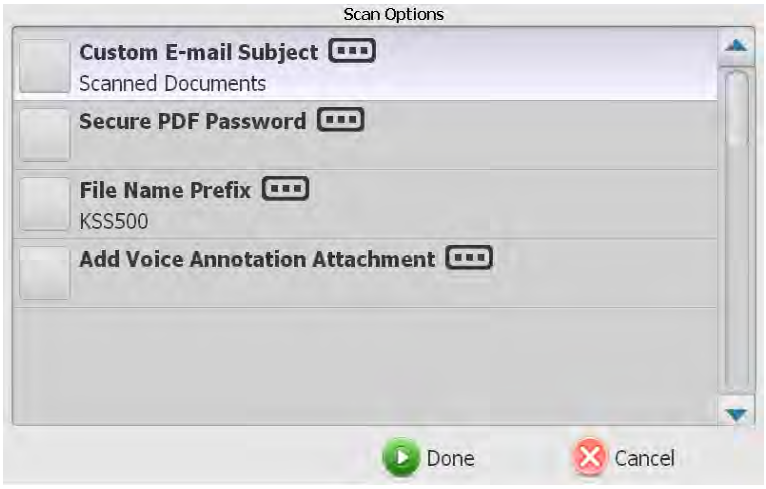


NOTE: The message "***Please wait, lamps are warming up***" may be displayed. Document feeding proceeds after the lamps warm up.

- If you want to review or change any of your settings, you can select the **Output** button and the Settings Review screen will be displayed.



- Otherwise, select **Scan**. Depending on how your Scan Station is configured none, one or all of the following options may be displayed:



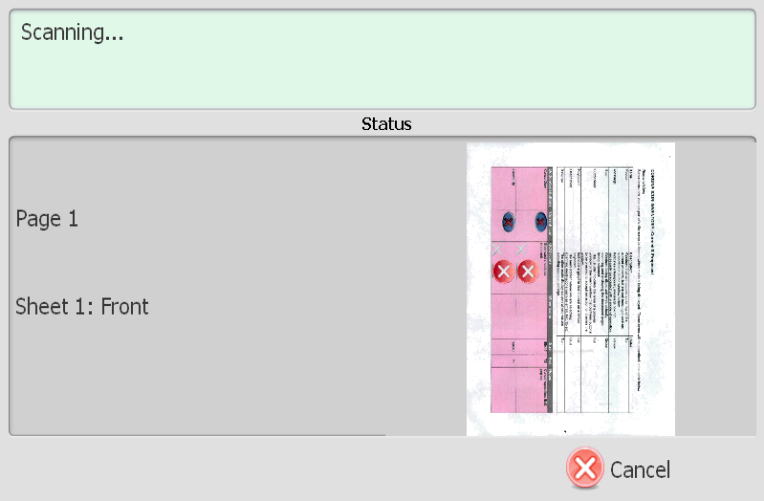
  - **Custom E-mail Subject:** select this option to display the keyboard and enter a customized E-mail subject line.
  - **Secure PDF Password**: allows you to enter a password that will be used to encrypt and secure PDF files.
  - **File Name Prefix**: allows you to change the file naming prefix.
  - **Add Voice Annotation Attachment**: you have the option of adding an audio message as an attachment to your scanned document(s) for email, FTP, network folder and USB flash drive destination types. If you select **Add Voice Annotation Attachment** the Audio Attachment Options screen will be displayed where you can select **Record** to record a message, select **Review** to play the message you recorded or select **Delete** to delete the recorded message.

6. Review your list of destinations and check/uncheck additional destinations if desired, then select **Scan**.

NOTES:

- If your Scan Station is configured for **FAST Scanning**, scanning will start immediately and the Destination Review screen will not be displayed.
- If you press any button on the screen (including the scroll arrows) the timer will stop and you will need to press the **Done** button again.
- If you want to change these settings, cancel the job and go back to the Destination screen.
- To scan immediately, select the **Done** button again.
- To stop the scan, select the **Cancel** button.

As the Scan Station begins to feed and process the documents, a Status screen will be displayed. The page number and a preview image will be displayed as each page is being scanned.



NOTE: Depending on how your Scan Station is configured, the message, ***Do you have more pages to scan?*** may be displayed. This allows you to continually add pages to your scan session until you select **No** on the message or the 30-second timeout period has been reached.

When all pages have been scanned, the Status screen will display a status as it sends your document to each selected destination.

Getting familiar with the touch screen

The *Kodak* Scan Station 500 provides a touch screen for easy access and operation.

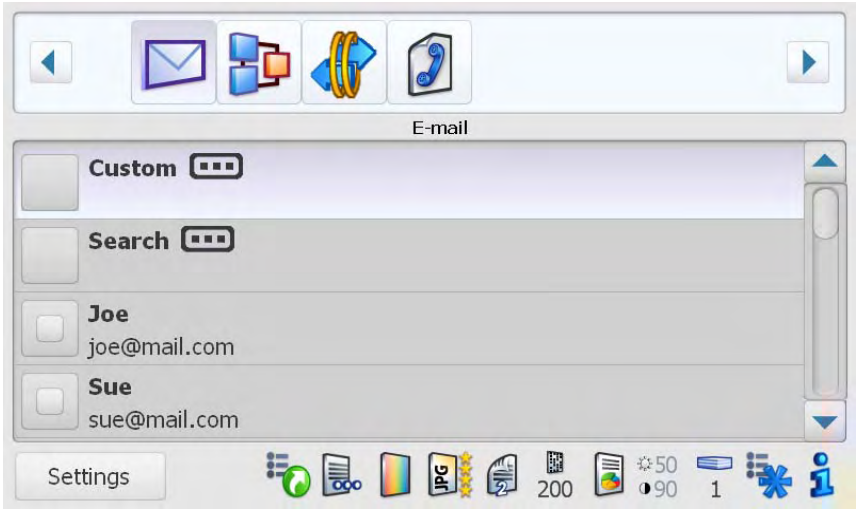
When you use the Scan Station, default settings are displayed that have been configured by your administrator. These settings can be changed by touching the **Settings** button on the bottom of the screen. If you change these settings, they will be enabled **only** for the current session.

The touch screen has two main screens. The **Settings/Exit** button, in the lower left-hand corner, toggles between the **Destination** screen and the **Settings** screen.

Destination screen

The Destination screen displays the available destination types that have been configured by your administrator. Available destination types are: **Task, Email, My Flash Drive, Network Folder, FTP, Printer,** and **Fax.** Use the right and left arrows to scroll and display the available destination group(s).

When you select a destination type, the middle portion of the screen will be filled in with the defined destinations for that group. For example, if you select an Email icon, all of the email addresses associated with this Email group will be displayed. From this list, you can select as many addresses as desired. If an email address is not in the list, select **Custom**. A keyboard will be displayed allowing you to enter the desired email address(es).



The icons to the right of the Settings button at the bottom of the Destination screen represent the current scan settings that will be used the next time a document is scanned. If you want to change any of these settings (i.e., to send your document in black and white instead of color), touch the Settings button to go to the Settings screen or select the desired icon to quickly change that setting.

NOTE: For information about the **Search** option, see the section entitled, “Using the Search function” later in this chapter.

Icon descriptions: Destination screen

Following is a description of the icons displayed on the Destination screen.

Destination screen icons	
Icon	**Description**
	Left arrow — touch to scroll the list to the next destination group to the left of the current destination.
	Task — displays a list of available tasks which group together scan settings and destinations.
	Email — displays a list of available email address(es).
	Network folder — displays a list of available network folders.
	FTP — displays a list of available FTP addresses.
	Printer — displays a list of available printers.
	Fax — displays a list of fax destinations.
	My flash drive — if you inserted a USB flash drive, touch this icon to use your desired settings.
	Right arrow — touch to scroll the list to the next destination group to the right of the current destination.

Settings screen

The Settings screen displays the icons for the scan settings. When you select an icon, the values associated with that scan setting will be displayed in the list. These settings do not need to be changed unless the document that you are scanning requires something different than the default.

For a more information about the icons and functionality of the Settings screen, see the next section.

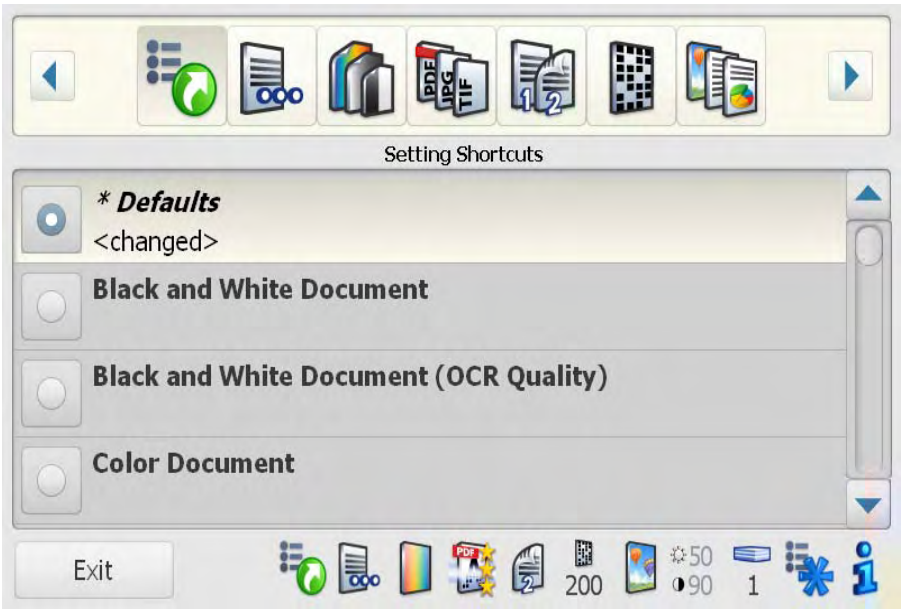
Description of Scan settings

Following is detailed information about the Scan settings.

Use the **Right** and **Left** arrows to scroll through the list of scan settings.

Settings Shortcuts option

Settings Shortcuts — six Settings Shortcuts are provided at installation. These can be used to quickly select a group of commonly used settings to make scanning faster and easier. For example, if you frequently scan black and white documents to create text searchable PDF files, select the **Black and White Document (OCR Quality)** Settings Shortcut. This changes all the scan settings with a single touch. The changes will be reflected in the status bar at the bottom of the screen.



File Name Settings option

File Name Settings — allows you to name a folder name where scanned documents will be placed when scanning to a network folder, FTP location or USB flash drive destination. You can also define the file name prefix that will be applied to every scanned document created. Scanned documents are typically created with this prefix and have an optional date and time stamp appended to the prefix. For example, if you define a prefix of *receipts* and a folder name of *2008,* the scanned document file name will have the format*: receipts_20080117_092219.tif* and is placed in a folder called *2008.*

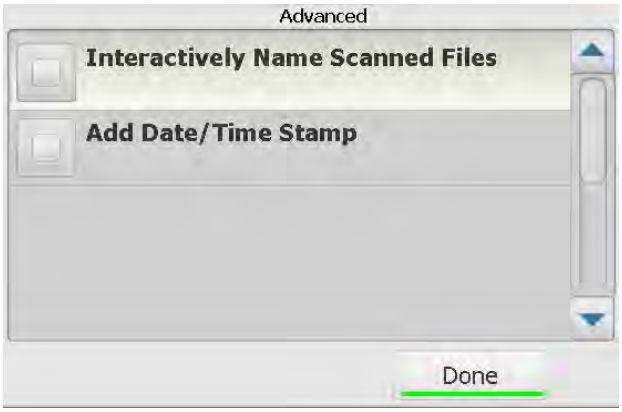
1. Select **Folder Name**. The keyboard will be displayed. Enter the folder name where your scanned documents will be placed when scanning to a network folder, FTP location or USB flash drive destination.

   If you leave the *Folder Name* blank when scanning to a network folder, FTP location or USB flash drive destination, the file will be created in the root directory of the configured destination.

2. Select **File Name Prefix**. The keyboard will be displayed. Enter the prefix you want to use as the file name. This prefix, along with a date, time and appropriate file extension (.pdf, .jpg, .tif), will be appended to it.

   If you do not create a *File Name Prefix*, the default file name prefix will be used.

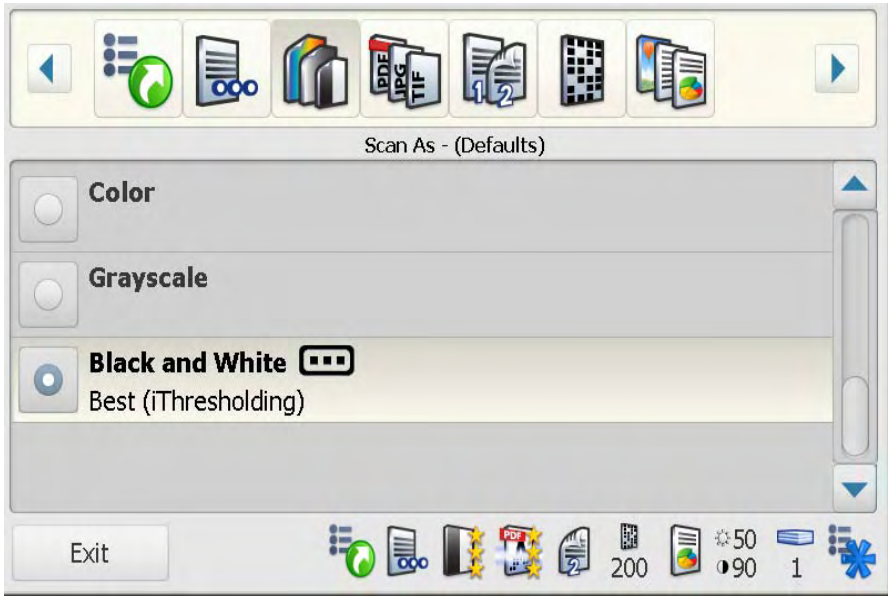
3. Select **Advanced** if you want to select one or both of the following options:



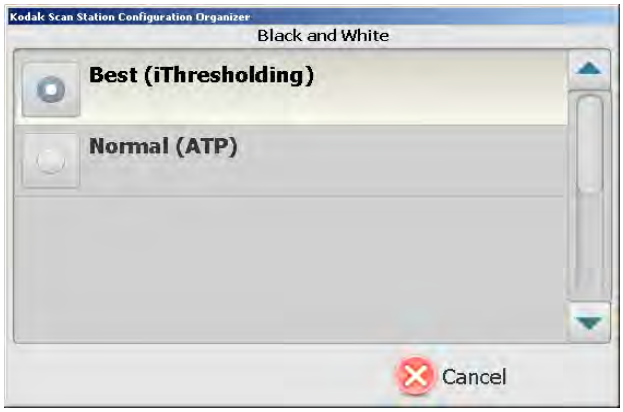
- **Interactively Name Scanned Files** — if checked, you may be required to enter a file name for each page scanned. If **JPEG** or **Single Page TIFF** is selected as the *File Type*, you will be prompted for each page and each side scanned. For example, if you are scanning 10 pages with these selections: *JPEG, Two-Sided, Interactively Name Scanned Files*, the result will be 20 prompts for the file name; however, if *Multi Page TIFF* is the *File Type*, you will only be prompted once.
- **Add Date/Time Stamp** — by default, the date and time are appended to each file name the Scan Station creates. If you uncheck this option, only the file name prefix and the file name extension will be used to create the file name.

Scan As option

Scan As — available selections: **Color, Grayscale,** and **Black and White**.



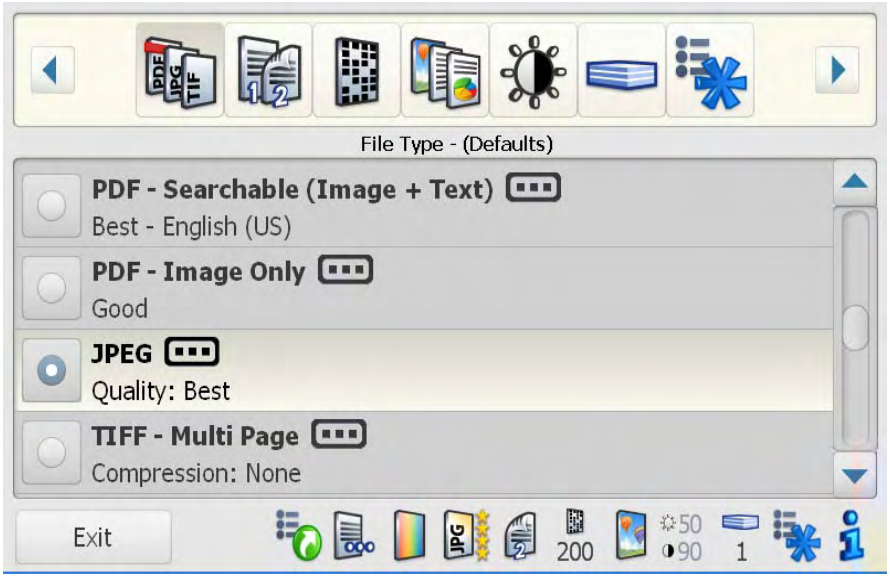
If you select **Black and White**, the Black and White screen will be displayed. Select either **Best (iThresholding)** or **Normal (ATP)**.



- **Best (iThresholding)** — the Scan Station dynamically evaluates each document to determine the optimal threshold value to produce the highest quality image. This allows scanning of mixed document sets with varying quality (such as faint text, shaded backgrounds, or color backgrounds) to be scanned using a single setting thus reducing the need for document sorting. When **Best** is selected, only *Contrast* can be adjusted on the Black and White Adjustments screen.
- **Normal (ATP)** (Adaptive Threshold Processing) — separates the foreground information in an image (e.g., text, graphics, lines, etc.) from the background information (e.g., white or non-white paper background). When **Normal** is selected, you can adjust both *Threshold* and *Contrast* on the Black and White Adjustments screen.

File Type option

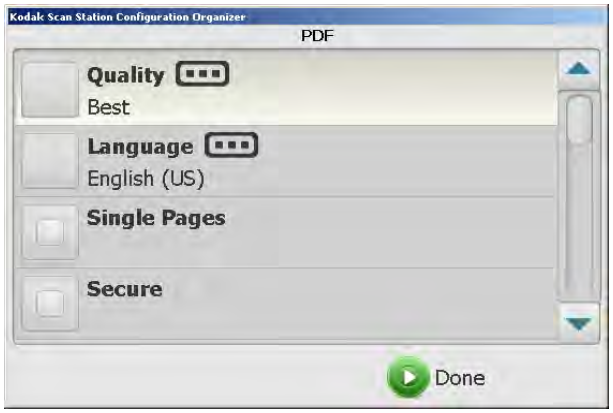
File Type — these file types are available: **PDF - Searchable (Image + Text), PDF - Image Only**, **JPEG**, **TIFF - Multi Page** or **TIFF - Single Page.**



NOTE: Large files take a long time to download and may not be deliverable to the recipient (i.e., TIFF - Uncompressed will be a large file).

- **PDF - Searchable (Image + Text)** and **PDF - Image only** — creates a document or multiple documents that contain both text and image data or image data only. Selecting either File Type will display the following screen.

  NOTE: If you select **PDF - Image Only**, the **Language** option is not available.



This screen allows you to select different options for creating PDF files.

- **Quality**, displays the Quality screen. You can select **Good**, **Better**, or **Best**. The higher the quality, the larger the file size.
- **Language**, this option is only available when you select **PDF - Searchable (Image + Text)**. When selected, the Language screen is displayed allowing you to select the language of the document you are scanning. For example, if you are scanning a document that is in *Italian*, select **Italiano** as the language to be used to scan the document.
- **Single Pages** allows you to create a PDF file for every page scanned. If scanning a two-sided document, a file will be created for the front and back of each page.
- **Secure** allows you to enter a password that will be used to encrypt the file before the file can be delivered. The password will be sent in a separate email when **Email** is one of the destination selections.

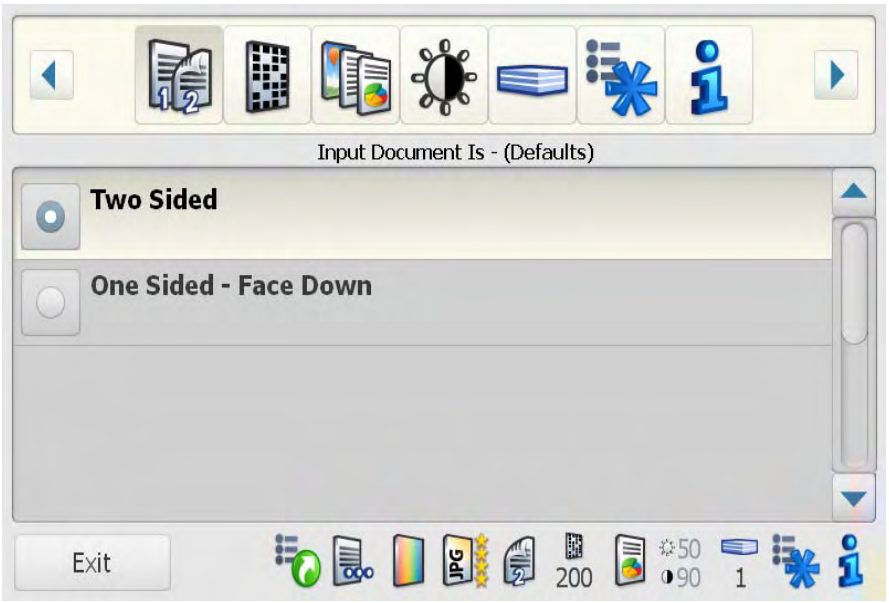
- **JPEG** — this option is only available if your *Scan As* selection is **Color** or **Grayscale**. JPEG creates multiple files, one for the front and back of a page. If JPEG is selected, you can select **Draft, Good, Better, Best** or **Superior** quality.
- **TIFF - Multi Page** — creates one file that contains all of the scanned pages. You can select either **Uncompressed**, **JPEG** or **Group 4** compression.
- **TIFF - Single Pages** — creates multiple files, one for each side of a scanned page. You can select either **Uncompressed**, **JPEG** or **Group 4** compression.

NOTES:

- Color/Grayscale TIFF documents can only be **Uncompressed** or **JPEG** compressed. Black and white documents can either be **Uncompressed**, **JPEG** compressed or **Group 4** compression.
- All faxed documents will be delivered as black and white, Group 4 compressed TIFF images.

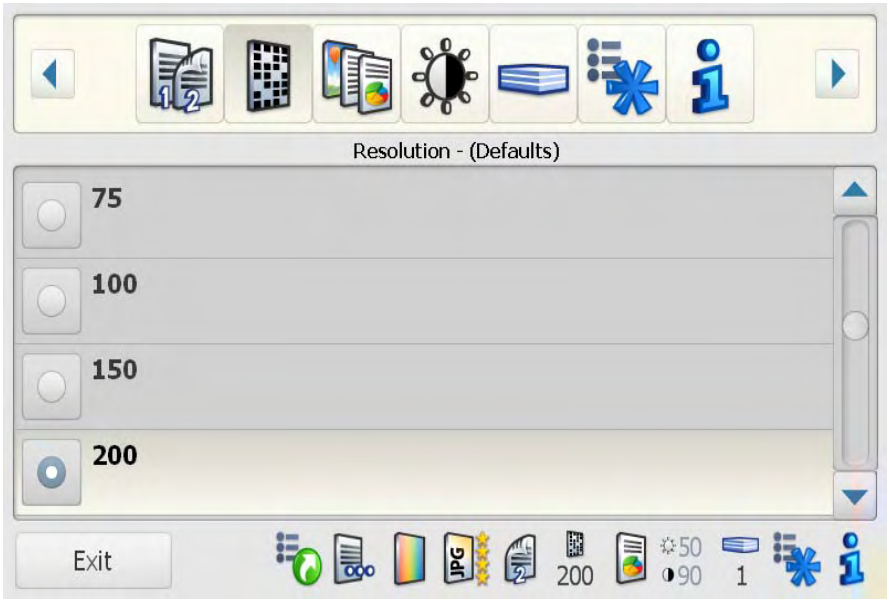
Input Document Is option

Input Document Is — the Scan Station scans both sides of a document in one pass. Depending on the type of documents you are scanning, select **One Sided - Face Down** or **Two Sided**. If you are scanning one sided documents, be sure to place the document with the side you want to scan facing the input tray.



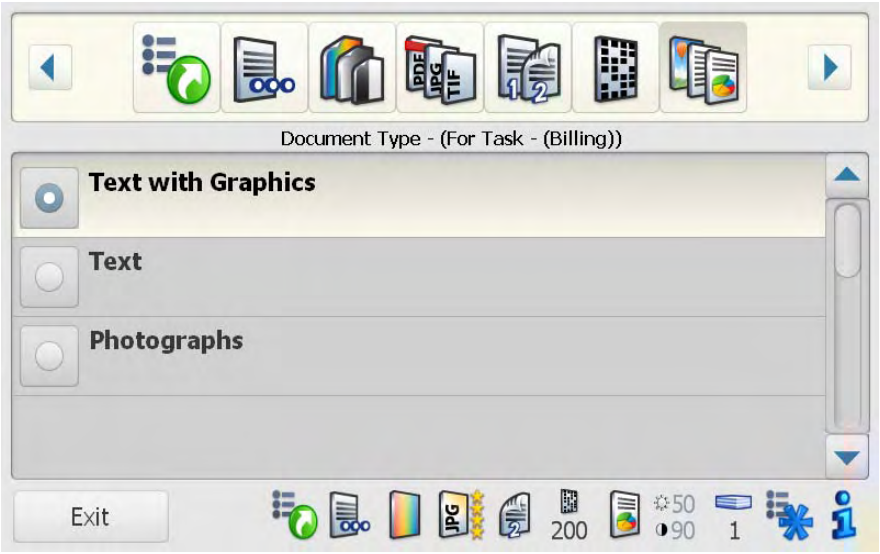
Resolution option

Resolution (dots per inch) — allows you to select the scanning resolution. This setting has no effect on PDF files. Choices are: **75, 100, 150, 200, 240, 300, 400,** and **600.** Higher resolutions produce better quality images, but larger file sizes.



Document Type option

Document Type — allows you to select the type of content on your documents.

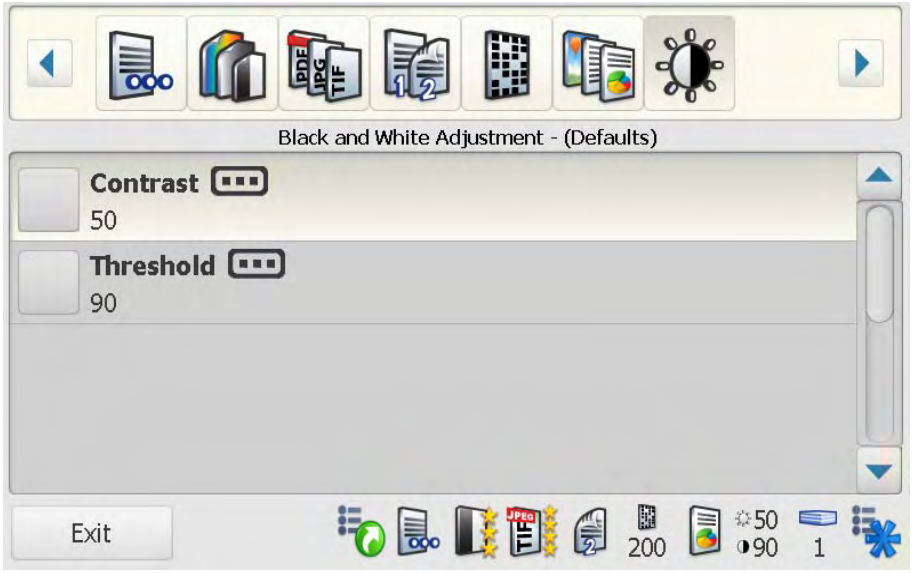


- **Text with Graphics**: the documents contain a mix of text, business graphics (bar graphs, pie charts, etc.) and line art.
- **Text**: the documents contain mostly text.
- **Photographs**: the documents contain mostly photographs.

Black and White Adjustment option

Black and White Adjustment — allows you to change the **Contrast** and **Threshold** values. *This option is only available if your Scan As selection is **Black and White**.*

- If you select **Best (iThresholding)** on the *Scan As* screen, only the Contrast value can be changed.
- If you select **Normal (ATP)**, both Contrast and Threshold can be changed.



Contrast — adjusts the difference between black and white, thereby making an image sharper or softer. In a low contrast setting, the difference between black and white is small, so the image is softer. In a high contrast setting, the difference between black and white is large, so the image is clearer. Select a contrast value from 1 to 100. The default is 50.

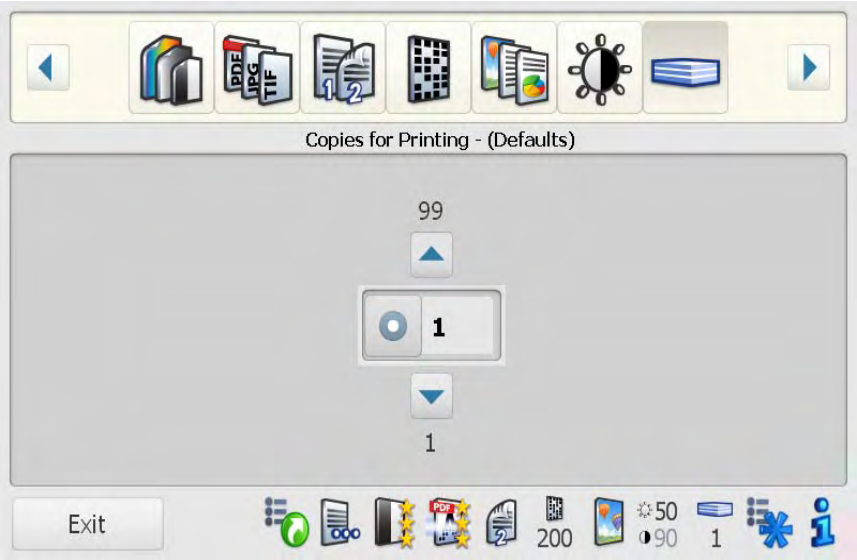
Threshold — converts a grayscale image to a black and white image. The thresholding values range from 0 to 255. The default is 90. A low threshold value produces a lighter image, and can be used to subdue backgrounds and subtle, unneeded information. A high threshold value produces a darker image, and can be used to help pick up faint images.

1. When you select **Contrast** or **Threshold**, the Contrast (or Threshold) screen will be displayed:

2. Use the **Up** and **Down** arrows to adjust the value, then click the button to the left of the number to save the new value.

Copies for Printing option

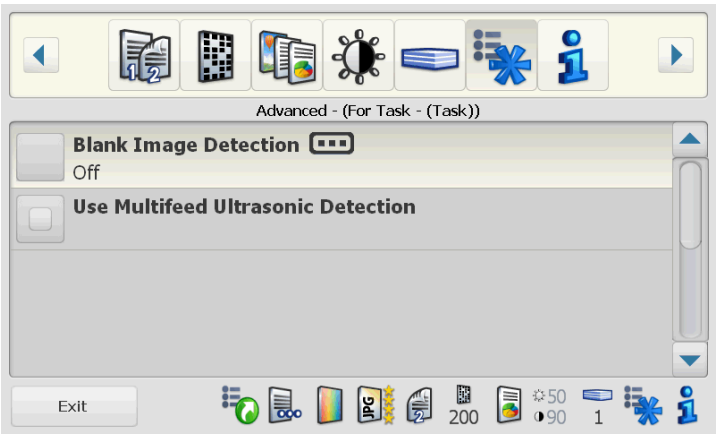
Copies for Printing — allows you to select the number of copies (1-99) to print.



- Use the **Up** and **Down** arrows to adjust the number of copies, then click the button to the left of the number to save the new value.

Advanced option

Advanced — provides the following options:



- **Blank Image Detection** — used to detect blank pages (e.g., the back side of a document), so these pages can be discarded. Use this option when scanning black and white documents to either TIFF or PDF. The default is 1%. Document images that fall below the percentage will be discarded.
- **Multifeed Ultrasonic Detection** — multifeed ultrasonic detection aids in document scanning by detecting documents that may go through the feeder overlapped. Multifeeds can happen due to stapled documents, adhesives on documents, or electrostatically charged documents. Check this option if you want the Scan Station to detect double-fed documents.

  NOTE: If this option is **on** and a a multifed document is detected, the Scan Station will “ding”. Check your scanned images to be sure they are correct. If necessary, you may need to rescan the job.

Resend without scanning documents again

At the end of a scan session you have the option to **Resend** your destination and scan settings without scanning the documents again.

If you select **Resend,** the main screen will be displayed with your original destination and scan settings. From this screen you can change settings and resend the previously scanned document without scanning it again.

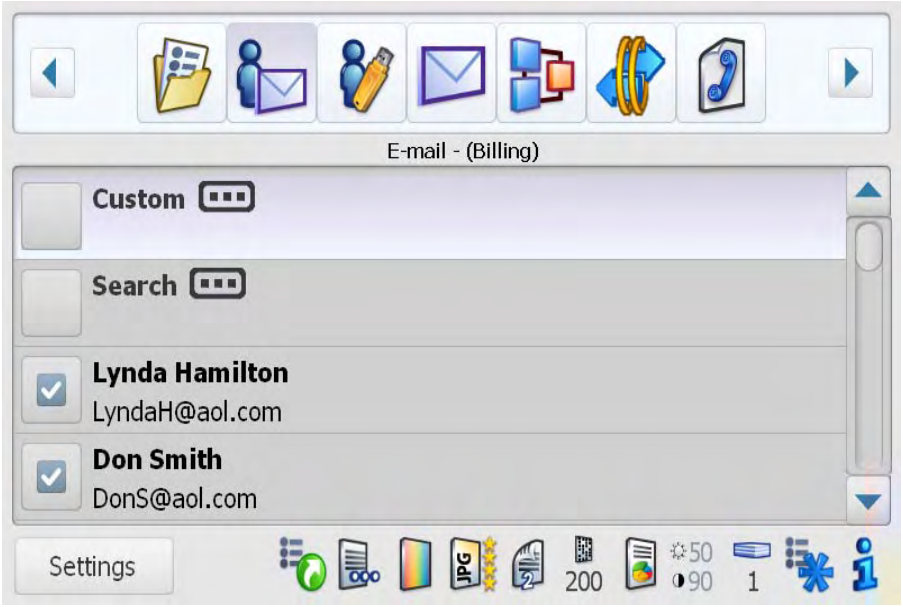
If you select **Done**, the message: ***Do you want to remove your current selections?*** will be displayed.

- Select **No** to keep your destination and scan settings for the next scan job.
- Select **Yes**, and your destination and scan settings will be set to the Scan Station default values.
- If you ignore this screen, the Scan Station will reset to the walk up screen after two minutes.

Using the Search function

Whether you are searching for an email address in a specific email group/network address book or searching for a network folder, the procedure is the same.

1. Select the **Email group** or **Network Folder group** you want to search in.



2. Select **Search** to display the keyboard.
3. Enter your search criteria (e.g., first or last name for an email address or the path name or portion of the path name for a network folder). A listing will be displayed that matches your search criteria.

   NOTE: If LDAP has been configured by your Administrator, a More button will be displayed. Click **More** to see if additional matches were found.

4. Click the desired names or network folders you want to add to your group.
5. When finished, click **Done**.

Using Settings Shortcuts

Settings Shortcuts are a way for you to create personalized groups of Scan settings to make scanning easier. If there are settings that you use frequently, you can create a shortcut for these settings and save them to your configuration. The Scan Station application software provides six predefined Settings Shortcuts.

- For more information about using Settings Shortcuts, see the section entitled, “Creating Settings Shortcuts” in Chapter 3.
- For information about creating Settings Shortcuts, see the Administrator’s Guide for the *Kodak* Scan Station 500.

3 Installing and Using the Configuration Organizer: Advanced User

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The *Kodak* Scan Station 500 Configuration Organizer allows you to create configuration files which contain your destination and scan setting preferences. After you create your personal configuration file and save it to a USB flash drive, you can carry your preferred settings to a Scan Station, and use these settings for your scan session.

The Configuration Organizer is run on a separate PC with the following minimum specifications:

- Pentium IV, 300 MHz or higher
- 512 MB RAM
- Microsoft Windows 2000, Service Pack 4
  Windows XP, Service Pack 2
  Windows Vista

Installing the Configuration Organizer

1. Insert the Installation CD in the CD-ROM drive. The installation program starts automatically.
2. Click **Next** when the Welcome screen is displayed.
3. Click **I Agree** after you have read and agreed with the terms of the Software License Agreement.
4. Enter or browse to, the folder where you want to install the Configuration Organizer or keep the default setting. You may also select to install the application for **Everyone** or **Just Me** (yourself), then click **Next**.
5. Click **Next** on the Confirmation screen. The installation will start and progress screens will be displayed.

NOTE: If Microsoft .NET 2.0 is not installed, this installation may take much longer to complete (about 20 minutes).

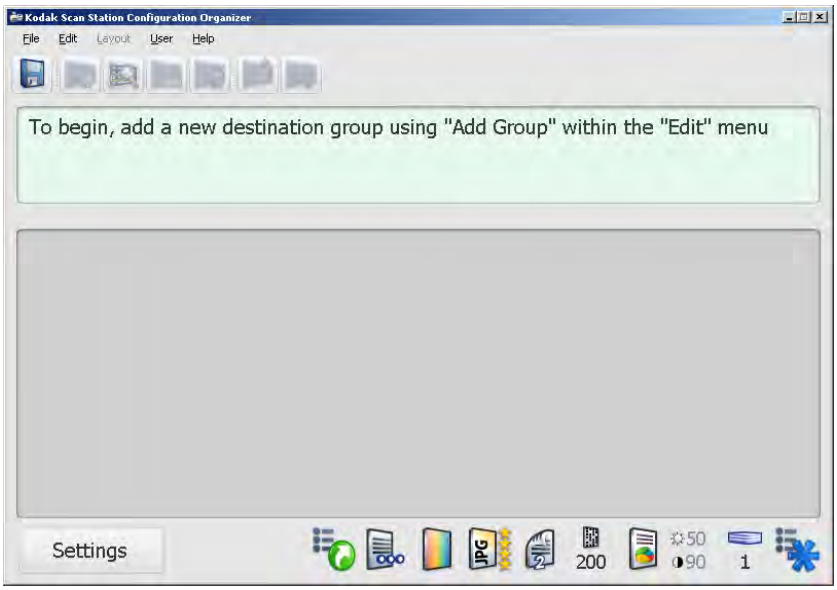
6. Click **Close** when the installation is complete.
7. Remove the CD from the CD-ROM drive.

Configuration files

Configuration files are created using the *Kodak* Scan Station 500 Configuration Organizer. The System Administrator creates an encrypted configuration file that is loaded onto the Scan Station for general walk-up use. As an advanced user, you have the option of creating a customized configuration file that fits your unique scanning and destination needs. Once you create a configuration file, it can be saved to your USB flash drive and taken to the Scan Station which allows one-touch scanning using your personal email address book or network share.

Configuration Organizer window

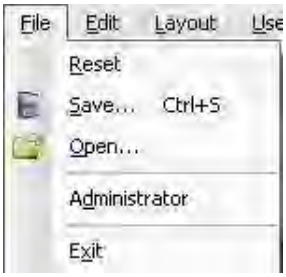
- Double-click on the Configuration Organizer shortcut. The Configuration Organizer window will be displayed.



Menus

The Configuration Organizer provides the following menus: File, Edit, Layout, User and Help.

File menu — the File menu provides these options:



Reset — reverts to the last saved version of the configuration file.

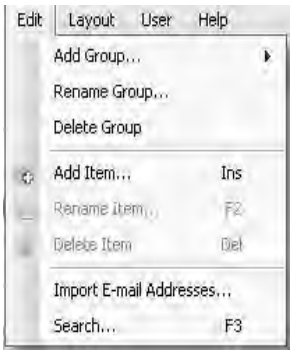
Save — saves the changes to the configuration file.

Open — opens an existing configuration file.

Administrator — accesses the Configuration Organizer Administrator mode. For more information about the Administrator mode, refer to the *Kodak* Scan Station 500, Administrator's Guide, A-61628.

Exit — closes the Configuration Organizer.

Edit menu — the Edit menu provides these options:



Add Group — allows you to add a new task group, email group, fax group, USB flash drive group, network group, or FTP location as a destination type.

NOTE: Adding a printer group or item to a printer group can only be done through the Administrator function (**File>Administrator**).

Rename Group — allows you to rename the selected group.

Delete Group — deletes the selected group and all items within that group.

Add Item — allows you to add a new entry to the selected group type (i.e., add an email address to an email group; add another task to a task group, etc.).

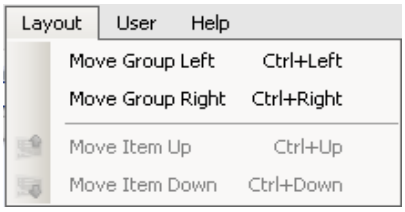
Rename Item — allows you to rename the selected item.

Delete Item — deletes the selected item.

Import E-mail Addresses — allows you to import email addresses from a CSV file (comma-separated value). For more information see the section entitled, "Importing an email address book".

Search — allows you to search your network address book for email addresses.

Layout menu — the Layout menu provides these options:



Moves Group Left — moves the selected group left one position.

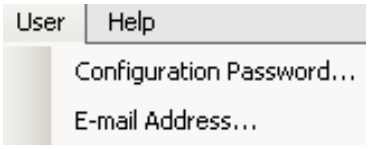
Moves Group Right — moves the selected group right one position.

Moves Item Up — moves the selected item up one position in the list.

Moves Item Down — moves the selected item down one position in the list.

The position of groups and items is important because the first group on the left is the default destination type when the configuration file is used at the Scan Station.

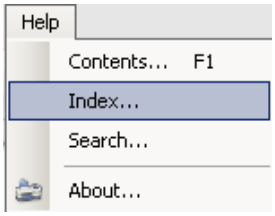
User menu — the User menu provides these options:



Configuration Password — displays the Configuration Password dialog box which allows you to enter a password for the configuration file. If you use this option, a user will be prompted to enter the password before accessing the information in the file.

E-mail Address — displays the E-mail address dialog box which allows you to enter an email address where notification will be sent if an email or fax could not be delivered.

Help menu — the Help menu provides these options:



Contents — provides a list of Help topics associated with the Configuration Organizer.

Index — provides an alphanumeric listing of keywords associated with the Configuration Organizer.

Search — allows you to search the Help file for a specific topic.

About — displays a window containing software copyright and version information.

Toolbar

The Toolbar provides quick access to commonly used features. The toolbar is always displayed. You cannot add, delete or move toolbar buttons.

Icon	Description
	Saves the configuration file to the USB flash drive or hard drive.
	Adds a new item to the current group.
	Searches for an item.
	Renames the selected item.
	Deletes the selected item.
	Moves the selected item up one position in the list.
	Moves the selected item down one position in the list.

Status bar

The Status bar on the bottom of the screen provides the **Settings/Exit** button as well as icons depicting the current scan settings.

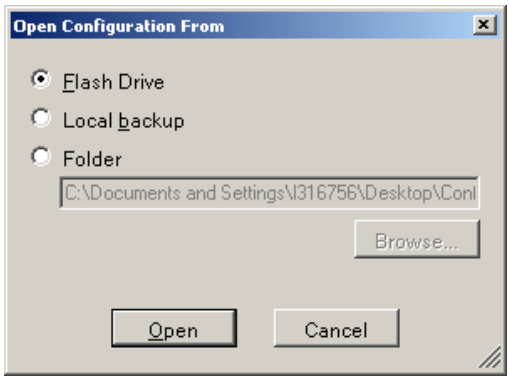
To change the current settings, select the **Settings** button. The scan settings will be displayed where you can customize these settings for your personal use.

For a description of the scan settings, refer to the section entitled, “Settings screen” in Chapter 2.

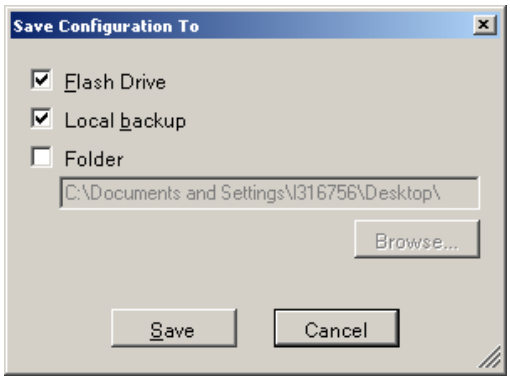
Creating and modifying configuration files

You can create a new configuration file from system defaults or modify one that already exists on the inserted flash drive, a locally stored backup or a folder on the PC or network.

1. Select **File>Open**. The Open Configuration From dialog box will be displayed.



2. Select where you want to open the configuration file from.
3. Click **Open**.
4. When the configuration file settings are displayed, add, remove, or rename destination groups and items, as desired. See the next section, “Setting up destination groups” for more information and procedures.
5. If desired, select **Settings** and change one or more scan settings. The current scan settings appear at the bottom of the window. Refer to “Settings screen” in Chapter 2 for more information.
6. Select **File>Save**. The Save Configuration To dialog box will be displayed.



7. Select the location(s) you want to save the updated configuration file to. If necessary, use the **Browse** button to help you locate the folder.
8. Click **Save**. The message ***The configuration has been saved to all selected locations*** will be displayed.
9. Click **OK**.

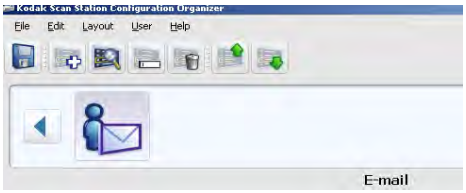
Setting up destination groups

This section provides procedures for setting up your destination groups (i.e, email, flash drive folder, FTP, network folder, fax).

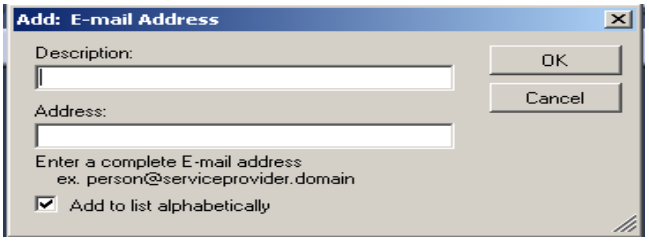
Adding an email group and addresses

If you want to add an address to an email group that already exists, skip to step 2.

1. In the Configuration Organizer window, access the Destination screen and select **Edit>Add Group>E-Mail**. An Email icon is added to the toolbar on the Configuration Organizer window.



2. Select the email group you want to add an address(es) to and select **Edit>Add Item**. The Add dialog box will be displayed.

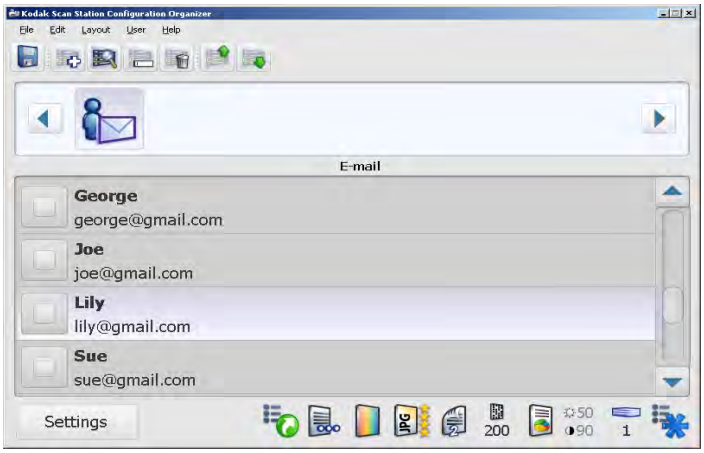


3. Enter the name and address and click **OK**.

   NOTES:

   - If you do not want the email address placed in alphabetical order, uncheck **Add to list alphabetically**.
   - You can also rename items and delete items from a group by using the **Edit>Rename Item** and **Edit>Delete Item** menu selections.

   The email address will be added to the selected email group and the address will be listed on the Configuration Organizer window.

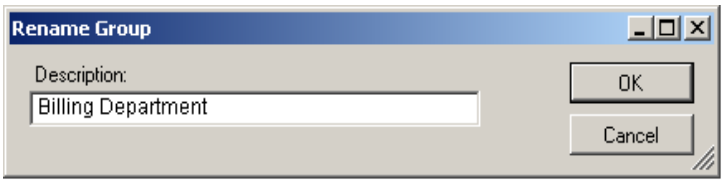


4. Repeat steps 2 and 3 for each email address you want to add to an email group.

Renaming an email group

By default, when you add an email group, the group is named **E-mail**.

1. Access the Destination screen and select the email group that you want to rename.
2. Select **Edit>Rename Group**. The Rename Group dialog box will be displayed.

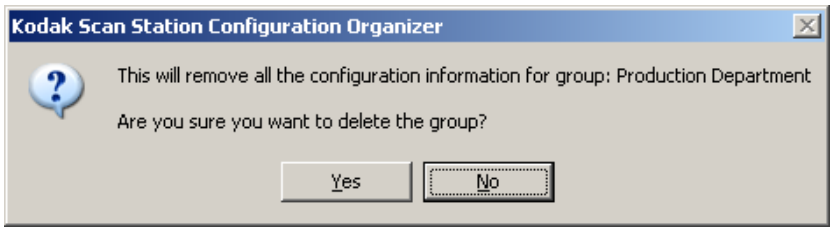


3. Make the desired change in the *Description* field and click **OK**. The new group name will be displayed on the main Configuration Organizer window.

Deleting an email group

When you delete an email group, all email addresses within the email group will also be deleted.

1. Access the Destination screen and select the email group you want to delete.
2. Select **Edit>Delete Group**. The following message will be displayed:


Kodak Scan Station Configuration Organizer
This will remove all the configuration information for group: Production Department
Are you sure you want to delete the group?
Yes
No

3. Click **Yes** to delete the email group.

Importing an email address book

CSV files are data files that represent database information. Each row contains data values that are separated by a comma. Each comma found on a line of text represents a column of data from the original database. The example below shows typical data exported from Microsoft's Outlook Express.

NOTE: The first row may contain the data column header information and **not** actual data.

First Row

```
First Name,Last Name,E-mail Address
Smith,John,johnsmith@rochester.rr.com
Tom,Brown,Tombrown123@yahoo.com
William,Doe,wdoe@msn.com
```

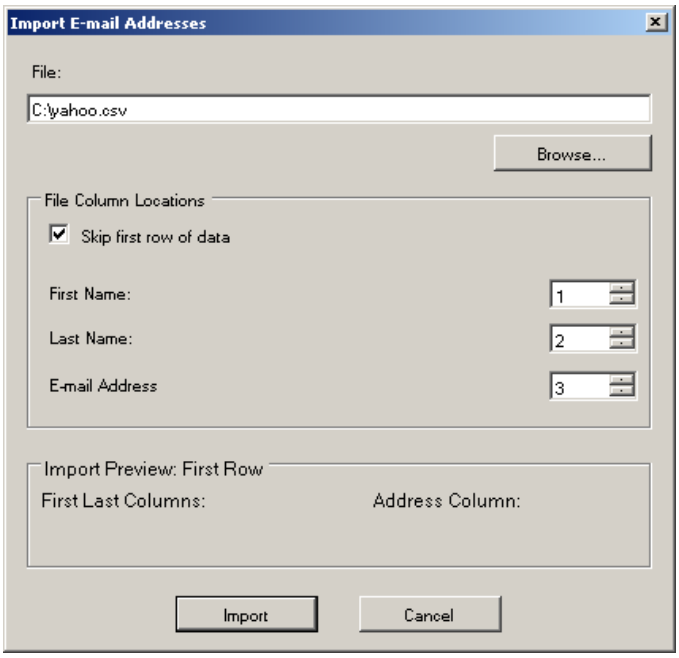
Outlook Express allows you to export your email address book to a comma-separated file. When you export your email address book, you can select which data columns you want to export.

NOTE: Other mail programs may not allow you to select which data columns to export.

It is recommended that you only export the first name, last name, and email address. Once the file is exported, it can be imported into the Configuration Organizer.

To import your email address book:

1. Select the email group where you want to import your email address book.
2. Select **Edit>Import Email Addresses**. The **Import E-mail Addresses** dialog box will be displayed.



3. Enter the file name in the *File* field that contains the email addresses you want to import. If necessary, use the **Browse** button to help locate the file.

4. Many email client applications automatically export the column headings as the first row of data. If you do not want to export the column headings as the first row, check **Skip first row of data**.

   NOTE: Some email applications also export the data with additional quote characters surrounding the data. The quote characters will be removed while importing data.

5. Enter the column numbers where the **First Name**, **Last Name** and **Email Address** appear in the CSV file.

   After selecting a CSV file and selecting column locations, a preview will be displayed showing the results of the file Column Location selections. If the column selections are changed, the preview will reflect these changes.

   For example, if the three *File Column Location* values are 1, 2, and 3 the preview would display the following:

First Name Last Name	Email Address

   The First Name and Last Name are combined to form the email address display name. The Email Address is used to create the email address.

   If all three File Column Location values were set to 1, then the preview would look like this:

First Name First Name	First Name

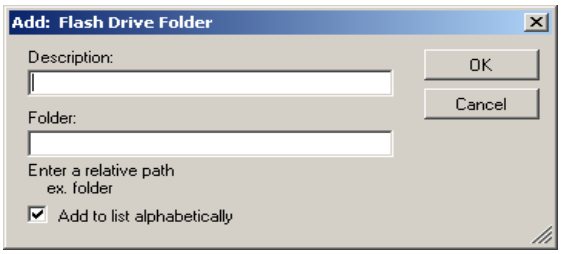
6. Click **Import**. The email addresses will be added to the selected Email group.

Adding a USB flash drive folder group

If you want to add a folder to a USB flash drive group that already exists, skip to step 2:

1. In the Configuration Organizer window, access the Destination screen and select **Edit>Add Group>Flash Drive Folder**. A Flash Drive icon is added to the toolbar on the Configuration Organizer window.

2. To add a folder to a flash drive group, click the flash drive group you want to add the folder to and select **Edit>Add Item**. The Add dialog box will be displayed.

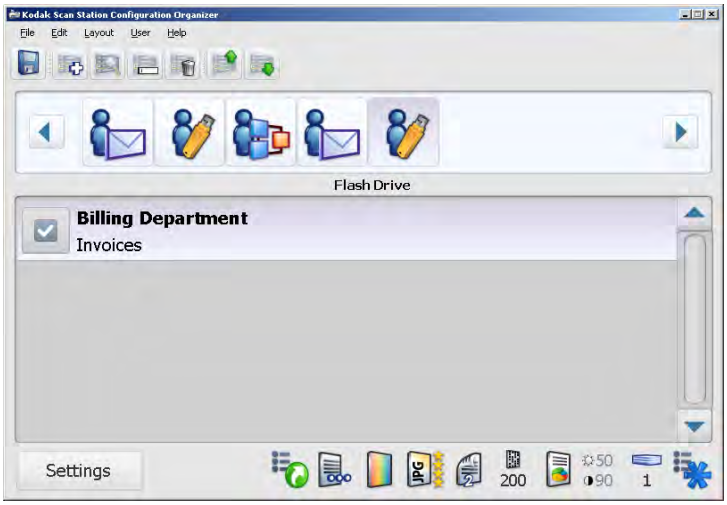


3. Enter description and folder name in the *Description* and *Folder* fields and click **OK**.

   NOTES:

   - If you do not want the flash drive folder placed in alphabetical order, uncheck **Add to list alphabetically**.
   - You can also rename items and delete items from a group by using the **Edit>Rename Item** and **Edit>Delete Item** menu selections.

   The folder is added to the selected flash drive group.

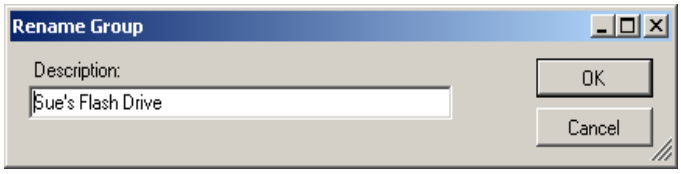


4. Repeat steps 2 and 3 for each USB flash drive folder you want to add.

Renaming a flash drive group

By default, when you add a flash drive group, the group is named **Flash Drive**.

1. Access the Destination screen and select the flash drive group that you want to rename.
2. Select the flash drive group that you want to rename and select **Edit>Rename Group**. The Rename Group dialog box will be displayed.



3. Make the desired change in the *Description* field and click **OK**. The change will be displayed on the main Configuration Organizer window.

Deleting a flash drive group

When you delete a flash drive group, all folders within that group will also be deleted.

1. Access the Destination mode and select the flash drive group you want to delete.
2. Select **Edit>Delete Group**. The following message will be displayed:

Kodak Scan Station Configuration Organizer
This will remove all the configuration information for group: Network
Are you sure you want to delete the group?
Yes
No

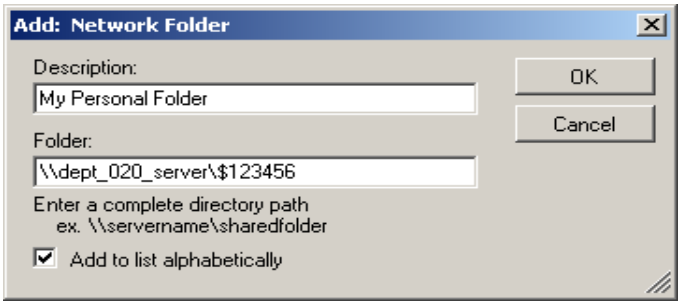
3. Click **Yes** to delete the flash drive group.

Adding a network folder

If you want to add an item to a network folder that already exists, skip to step 2.

1. In the Configuration Organizer window, access the Destination screen and select **Edit>Add Group>Network Folder**. A Network folder icon is added to the toolbar on the Configuration Organizer window.

2. Select the Network group you want to add a folder to, and select **Edit>Add Item**. The Add dialog box will be displayed.



3. Enter the name and fully qualified folder path in the *Description* and *Folder* fields and click **OK**.

   NOTES:

   - If you do not want the network folder placed in alphabetical order, uncheck **Add to list alphabetically**.
   - You can also rename items and delete items from a group by using the **Edit>Rename Item** and **Edit>Delete Item** menu selections.

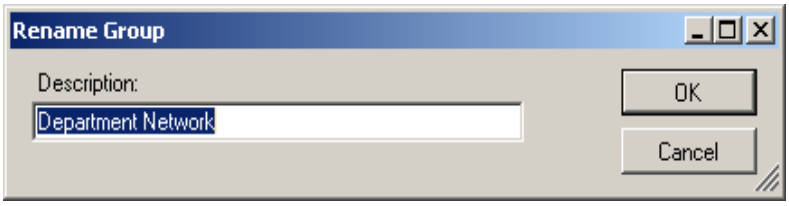
   The folder is added to the selected Network group.

4. Repeat steps 2 and 3 for each network folder you want to add.

Renaming a network group

By default, when you add a network group, the group is named **Network**.

1. Access the Destination screen and select the network group that you want to rename.
2. Select **Edit>Rename Group**. The Rename Group dialog box will be displayed.



3. Make the desired change in the *Description* field and click **OK**. The change will be displayed on the main Configuration Organizer window.

Deleting a network group

When you delete a network group, all folders within that group will also be deleted.

1. Access the Destination screen and select the network group you want to delete.
2. Select **Edit>Delete Group**. The following message will be displayed:

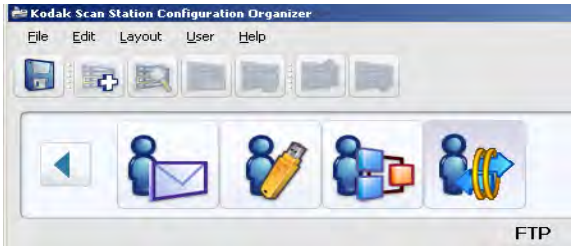
Kodak Scan Station Configuration Organizer
This will remove all the configuration information for group: Network
Are you sure you want to delete the group?
Yes
No

3. Click **Yes** to delete the network group.

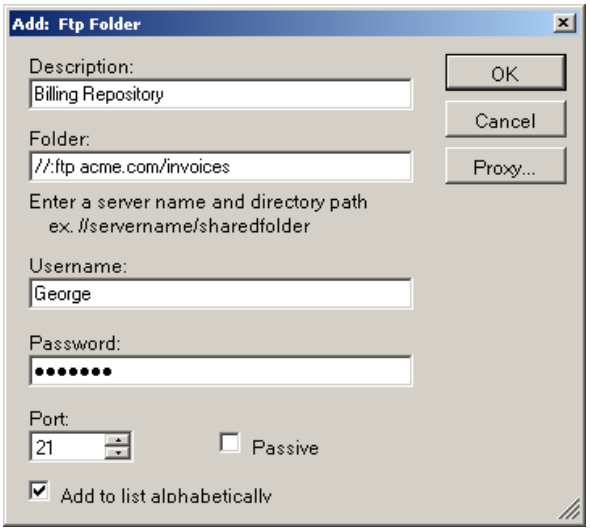
Adding an FTP group

To add an FTP group to your configuration:

1. In the Configuration Organizer window, access the Destination screen and select **Edit>Add Group>FTP**. An FTP icon is added to the toolbar on the Configuration Organizer window.



2. Select the FTP group you want to add to and select **Edit>Add Item**. The Add: Ftp Folder dialog box will be displayed.



3. Make an entry in the *Description, Folder, Username* and *Password* fields. The *Folder* field should contain a complete path to the FTP site including the subfolder into which scanned documents will be placed. For example, *//ftp.acme.com/documents* would connect to the FTP site *ftp.acme.com* and place the scanned documents in the folder *documents*.

   NOTE: Any additional folders defined in the File Naming Settings screen will also be used when creating the scanned documents.

4. If the FTP site communicates on a port other than Port 21, change the value using the up and down arrows.

5. You may optionally select **Passive** if required by the FTP server. **Passive** is most commonly used if the FTP site is outside the firewall.

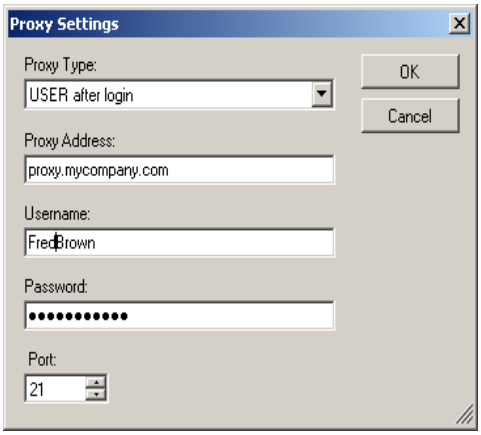
   NOTES:

   - If you do not want the FTP site placed in alphabetical order, uncheck **Add to list alphabetically**.
   - You can also rename items and delete items from a group by using the **Edit>Rename Item** and **Edit>Delete Item** menu selections.

6. If your company requires the use of proxy servers, click the **Proxy** button and go to the next section; otherwise click **OK**.

Specifying Proxy settings

If your company requires the use of a proxy server before communicating with an FTP site, define these proxy settings by clicking on the **Proxy** button. The Proxy Settings dialog box will be displayed.



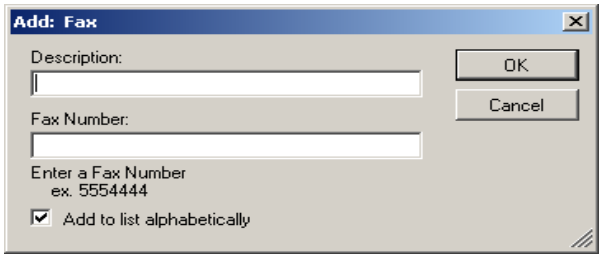
1. Select the **Proxy Type**.
   - If **USER after login** is selected, continue with Step 2.
2. Enter the **Proxy Address** in the form of a fully qualified domain name (e.g., FTP.acme.com) or as an IP address.
3. Enter the **Username** and **Password** required to access the proxy server.
4. If the proxy server is configured to communicate on a port other than Port 21, change or enter the value using the up and down arrows or keyboard.
5. Click **OK**.

Adding a fax group and fax numbers

If you want to add a fax number to a fax group that already exists, skip to step 2.

1. In the Configuration Organizer window, access the Destination screen and select **Edit>Add Group>Fax**. A Fax icon is added to the toolbar on the Configuration Organizer window.

2. Select the fax group you want to add a fax number(s) to and select **Edit>Add Item**. The Add dialog box will be displayed.

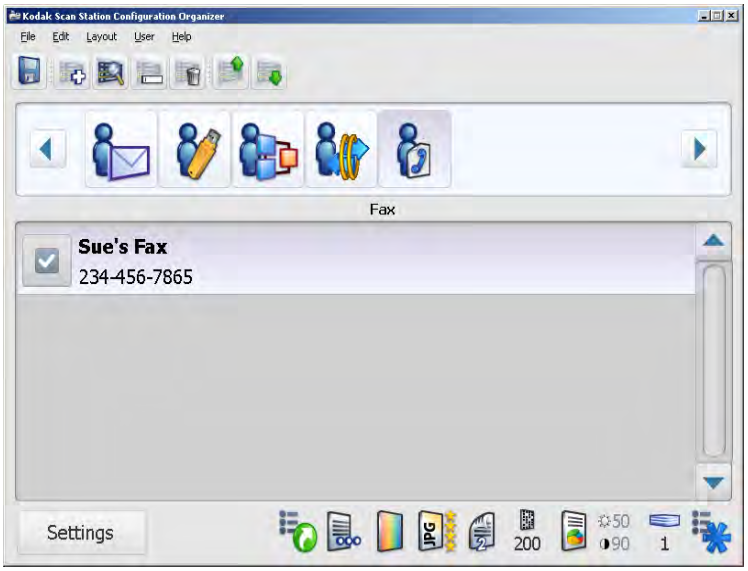


3. Enter the description and fax number and click **OK**.

   NOTES:

   - If you do not want the fax number placed in alphabetical order, uncheck **Add to list alphabetically**.
   - Use pauses between fax numbers if you are sending a fax outside from a business phone network. For example, if you need to dial “8” to get an outside line, and wait for a dial tone to dial the rest of the number, the comma will provide a 3-second wait time before dialing the number.
   - You can also rename items and delete items from a group by using the **Edit>Rename Item** and **Edit>Delete Item** menu selections.

The fax number will be added to the selected fax group and the number will be listed on the Configuration Organizer window.

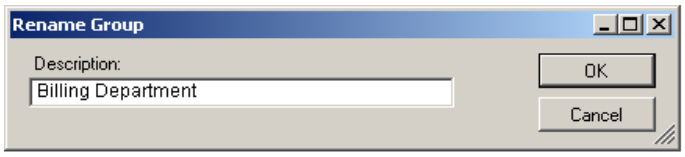


4. Repeat steps 2 and 3 for each fax number you want to add to a fax group.

Renaming a fax group

By default, when you add a fax group, the group is named **Fax**.

1. Access the Destination screen and select the fax group you want to rename.
2. Select **Edit>Rename Group**. The Rename Group dialog box will be displayed.



3. Make the desired change in the *Description* field and click **OK**. The new group name will be displayed on the main Configuration Organizer window.

Deleting a fax group

If you delete a fax group, all fax numbers within the fax group will also be deleted.

1. Access the Destination screen and select the fax group you want to delete.
2. Select **Edit>Delete Group**. The following message will be displayed:

Kodak Scan Station Configuration Organizer
This will remove all the configuration information for group: Billing Department
Are you sure you want to delete the group?
Yes
No

3. Click **Yes** to delete the fax group.

Setting up a flash drive password

You may want to set up a password that will prevent unauthorized access to your configuration file. When a password is assigned, the Scan Station or Configuration Organizer will display the keyboard prompting for the password before accessing the information.

1. Select **User>Configuration Password**. The Configuration Password dialog box will be displayed.

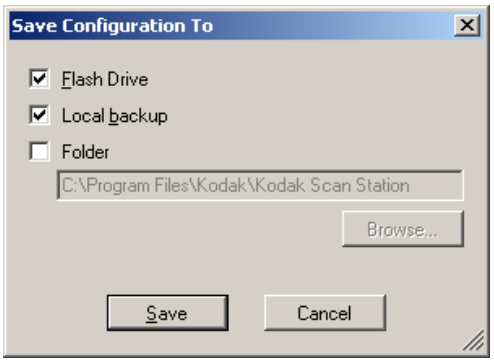
2. Enter a password.
3. Re-enter the password and click **OK**.

   NOTE: If the passwords do not match, a message will be displayed and the Configuration Password dialog box will be redisplayed.

Testing your configuration file

Once you have created the configuration file, added any destinations you want, selected your preferred device settings and set up an optional password, save and test the file.

1. Insert a USB flash drive into the USB port on your PC.
2. Select **File>Save.** The Save Configuration To dialog box will be displayed.



3. Select the location(s) where you want to save the configuration file. If necessary, use the **Browse** button to help you locate a folder.
4. Click **Save**.
5. When finished, exit the Configuration Organizer and remove your USB flash drive from the PC.

   NOTE: If using Windows 2000, be sure to use "Eject hardware" before removing the USB flash drive from your PC. Failure to do so may result in your configuration file not being saved correctly.

6. Test your USB flash drive by inserting it into the USB port on the Scan Station. When the Scan Station recognizes a valid configuration file, it will display new icons for your custom destinations settings.

   NOTES:

   - You can also verify any custom scan settings by selecting the Settings button.
   - If this is the first time your USB flash drive is used on a Scan Station, you may see the application screen flash up to three times while the USB driver is configured for your flash drive.

Advanced features

The Configuration Organizer provides some additional features that can help you streamline your scanning activities.

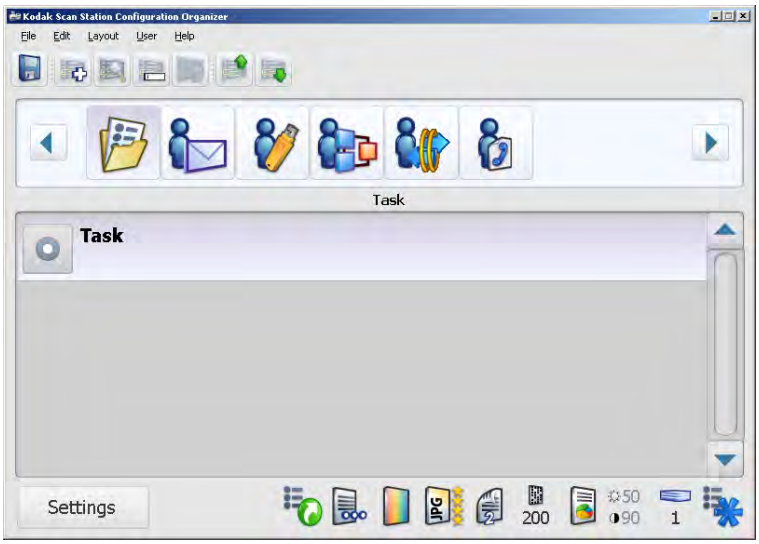
- **Tasks** allow you to group together scan settings (i.e., resolution, file type, one-sided/two-sided, etc.) with one or more destinations.
- **Setting shortcuts** allow you to create personalized groups of scan settings to make scanning easier. If there are commonly used settings, you can create a shortcut to these settings and save them to your configuration file.

Creating tasks

Before creating a task, you must have your destinations setup. For procedures on setting up destinations see the section entitled, “Setting up your destination groups” in Chapter 3. For procedures for setting up your scan settings see the section entitled, “Settings screen” in Chapter 2.

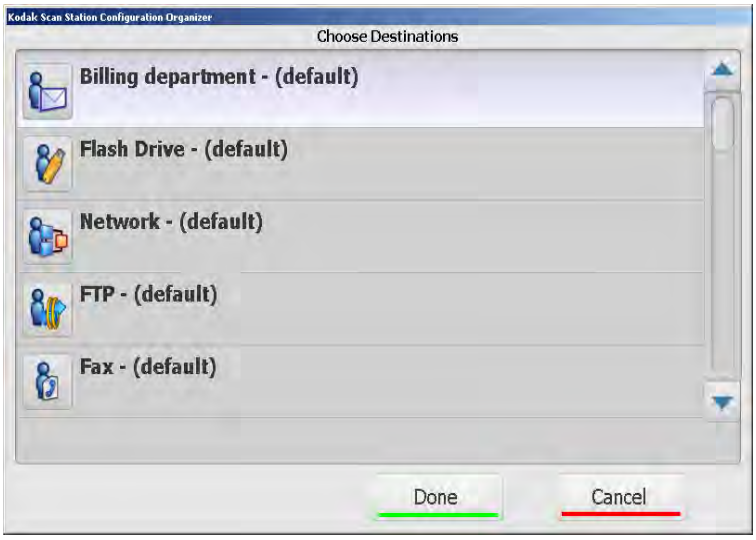
NOTE: You can have several items in a task group, but only one task group is allowed per configuration file.

1. In the Configuration Organizer window, access the Destination screen and select **Edit>Add Group>Task**. A Task icon is added to the toolbar on the Configuration Organizer window.



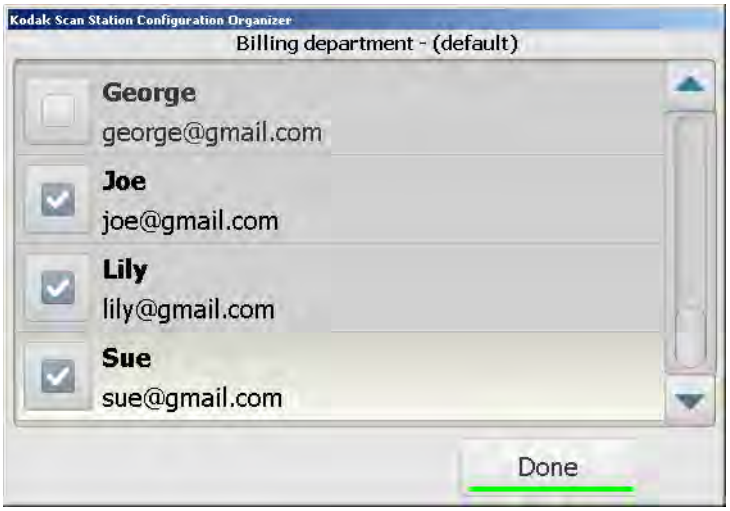
2. Select **Edit>Add Item**.

The Choose Destinations screen will be displayed listing the destinations that have been setup in your configuration file.



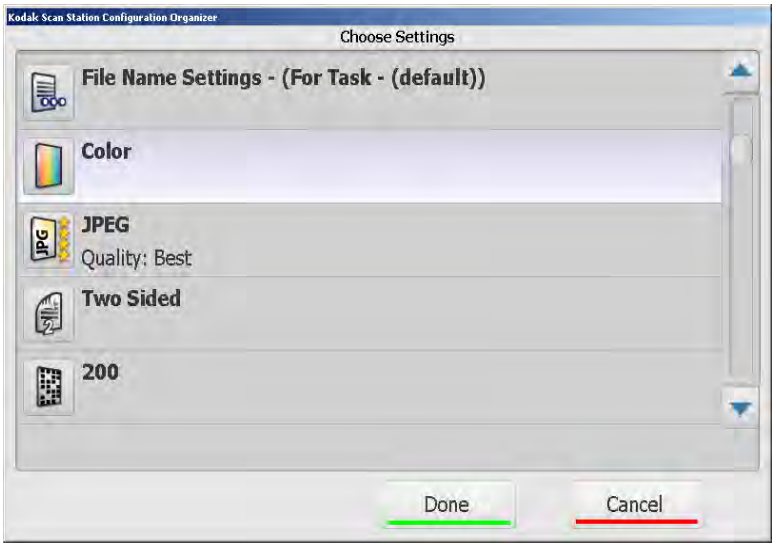
3. Select the destination(s) that you want to add to your task. For example, you may want to send *invoices* to personnel in the *Billing department*, then save a copy of what you send to your *personal file on the network*. In this case, you would click **Billing department** and **Network**.

   Clicking on an item in the list will display the contents of the selected group.

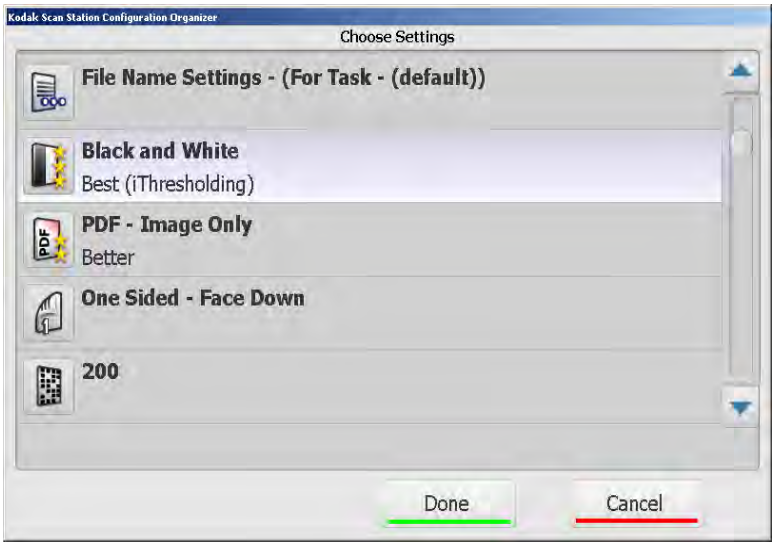


4. Select one or more items in the list (e.g., in this case, an email address) and click **Done**. The Choose Destinations screen will be redisplayed where you can select another destination (e.g., Network) or click **Done**.

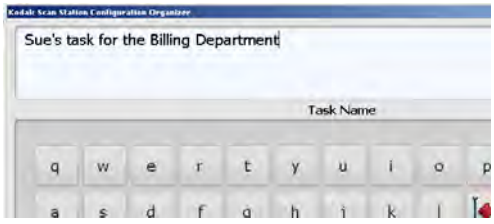
The Choose Settings screen will be displayed with the default settings.



5. Click on any of the settings in the list you want to change. For example if the *invoices* you want to send to the *Billing Department* should be **one-sided**, **black and white**, **PDF** files, you would make those selections.



6. Click **Done**.The keyboard will be displayed allowing you to name your task.
7. Enter the task name and click **Done**.



Renaming tasks

By default, when you add a task, the group is named **Task**. To change the name of the task:

1. Access the Destination screen and select the task that you want to rename.
2. Select **Edit>Rename Item.** The keyboard will be displayed allowing you to rename your task.
3. Click **Done**.

Deleting tasks

When you delete a task group, all items within the task group will be deleted. **Remember, you can only have one task group, but many items within a task group.**

1. Access the Destination mode and select the task you want to delete.
2. Select **Edit>Delete Group.** The following message will be displayed.

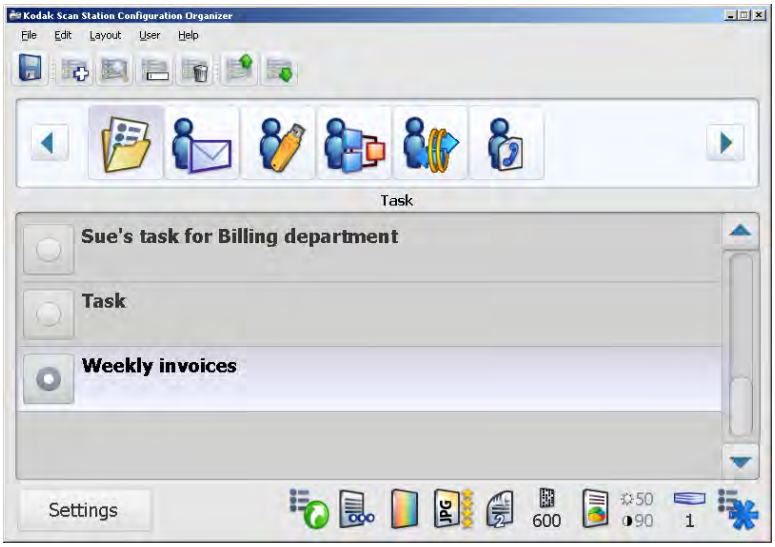
Kodak Scan Station Configuration Organizer
This will remove all the configuration information for group: Task
Are you sure you want to delete the group?
Yes
No

3. Click **Yes** to delete the task.

Editing tasks

You can make changes to any task by selecting the task item you want to change.

1. Click on the task item you want to change.



2. Review the destinations and scan settings associated with the selected task as indicated on the bottom of the Configuration Organizer window, and make any changes as desired.

Creating Settings Shortcuts

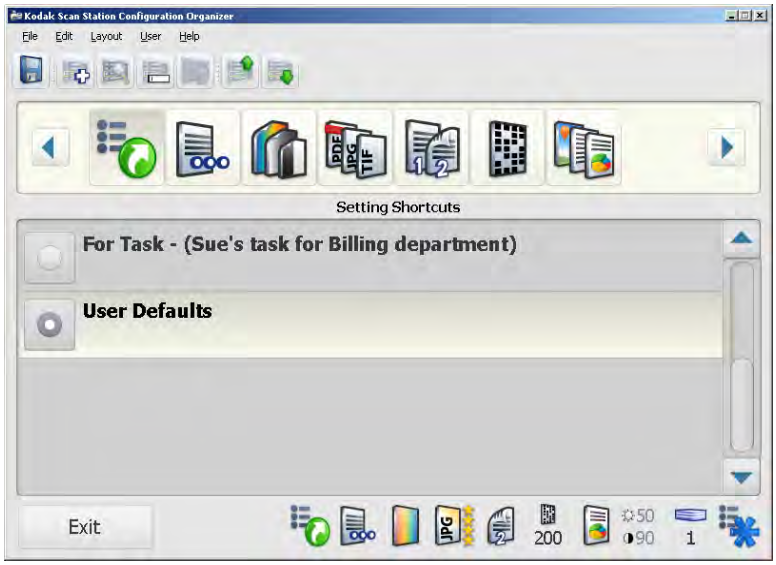
Settings Shortcuts are a way for you to create personalized groups of scan settings to make scanning easier. If you have scan settings that you will use frequently (i.e., your *Scan As* setting will always be **Black and White**), you can create a shortcut for these settings and save them to your configuration file. For example, you could create a shortcut called “My Color Photos” that would contain the settings:

Scan As: Color
FIle Type: JPEG
Input Document is: One Sided
Resolution: 300 dpi
Document Type: Photographs

Changing default settings

You can change the user default settings to common scan settings that meet your needs.

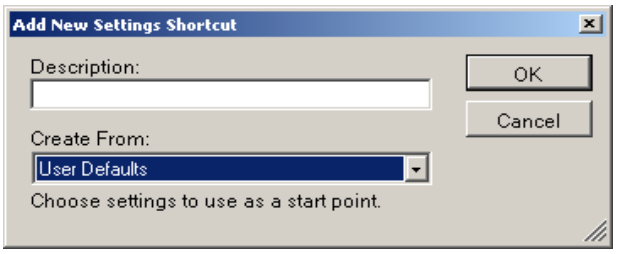
1. From the main Configuration Organizer screen, click **Settings**.
2. Select the **Setting Shortcuts** icon.



3. Select **User Defaults.**
4. Scroll through the scan settings icons to make the desired changes to your default shortcut.

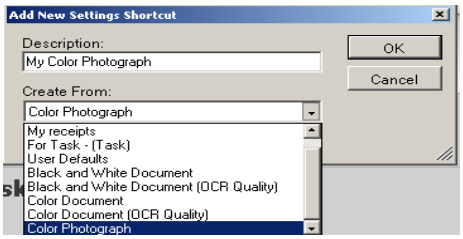
Creating a new Settings Shortcut

1. In the Configuration Organizer window, access the Settings screen and select the **Settings Shortcut** icon.
2. Select **Edit>Add Item**. The Add New Settings Shortcut dialog box will be displayed.



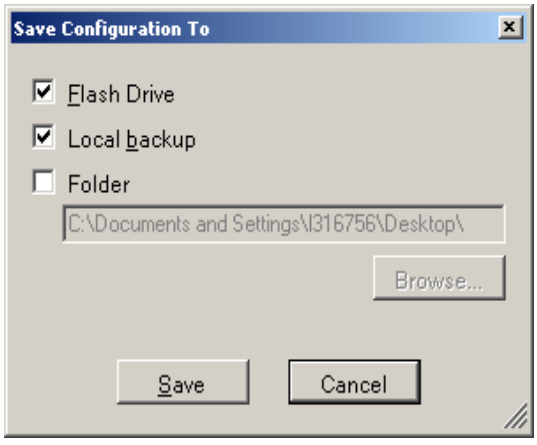
3. Enter the name of the new shortcut in the *Description* field.
4. Select a shortcut that most closely represents the scan settings that you want for your shortcut from the *Create From* drop-down list.

   For example, if you have color photos, you may want to select the **Color Photograph** Settings Shortcut to use as your starting point.



   The scan settings for Color Photograph will be displayed.

5. Make any desired scan setting changes (i.e., you may want to scan your color photos at 400 dpi).
6. When finished, select **File>Save**. The Save Configuration To dialog box will be displayed.



7. Select the locations where you want to save the configuration file and click **Save**.

   NOTE: You must have a flash drive inserted for the Flash Drive option to be available.

Renaming Settings Shortcut

1. Access the Settings screen and select the Settings Shortcut that you want to rename.
2. Select **Edit>Rename Item.** The Rename Settings Shortcut dialog box will be displayed.
3. Enter a new name in the *Description* field and click **OK**.

4 Troubleshooting

Contents

Problem solving 6-1
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Problem solving

Occasionally you may encounter a situation with your Scan Station where it may not function properly. Use the chart below as a guide to check possible solutions to help you resolve the situation before calling Technical Support.

Problem	Possible Solution
Documents are jamming or multiple documents are feeding	Make sure that: • the side guides are adjusted for the width of the documents you are scanning. • the output tray is adjusted for the length of the documents you are scanning. • all documents meet the specifications for size, weight and type. See *Appendix A, Specifications* for minimum/maximum document sizes and paper weight. • the Scan Station and tires are clean. • the spring on the pre-separation module adjusted to the proper tension. See the procedures in Chapter 7, *Maintenance* in the *Administrator's Guide*. • the feed module and separation module is installed properly and securely in place. See the procedures in Chapter 7, *Maintenance* in the *Administrator's Guide*. **To remove a document jam:** • Open the Scan Station cover. *IMPORTANT: Be sure the output tray panel is open before opening the cover.* • Remove any jammed document(s) from inside the Scan Station. • Close the Scan Station cover and resume scanning.

Problem	Possible Solution
Scan Station will not scan/feed documents	Make sure that: • the power cord is plugged securely into the back of Scan Station and the wall outlet. • the power switch is on. • the wall outlet is not defective (call a licensed electrician). • document(s) is making contact with the feed rollers.
No images are being displayed	If you are scanning one-sided documents be sure the side you want to scan is facing the input tray (not facing you). For more information, see the section entitled, “Getting your documents ready to scan” in Chapter 2.
Roller marks appear on the document after scanning	Clean the rollers. See the procedures in Chapter 7, *Maintenance* in the *Administrator’s Guide*.
Images have black background bleed-through	When scanning translucent documents, black bleed-through may be displayed on the image. To minimize this, adjust the Contrast value on the Black and White Adjustments screen.
Unsuccessful fax delivery	• Verify that your return email address is configured correctly. • Be sure the fax number that you are sending to is correct. Once the fax number is verified, try again. If errors persist, contact your administrator.

Power button indicators

The power button acts as an indicator light in addition to powering up the Scan Station. Use this chart to help determine the status of the Scan Station.

Indicator	Problem	Remedy
Constant blue	Scan Station is ready	
Flashing blue	Scan Station is busy	Wait until the indicator stops flashing and the Scan Station is ready.
Flashing red	Error indication, such as the cover is open or there is a document jam.	Correct the error; i.e., close the Scan Station cover or remove the document jam, and continue.
Constant red	Scan Station failure	Turn the Scan Station off, then on again. If the error persists, call Service.

Kodak

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